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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 32-10140**

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**Civil Engineering**

**PROGRAMMING AND RESOURCING  
APPROPRIATED FUND FACILITIES  
OPERATION REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. The purpose of this instruction is to provide instruction and guidance for those responsible for planning, programming, and executing real property Facilities Operation requirements (formerly known as Real Property Services) in compliance with public law, Department of Defense (DOD), and Air Force (AF) policies. It applies to individuals at all levels who plan, program, budget, and execute funding of Facilities Operation (FO) funding, including Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. FO addresses “municipal-like” installation activities that are directly related to real property. FO resources complement Defense-wide sustainment and recapitalization programs to provide a comprehensive view of the requirements and costs associated with existing DOD facilities and infrastructure. To ensure a full understanding of the process of providing operational requirements to real property, users of this instruction must also be familiar with other Air Force 32-(Civil Engineer) and 65-(Budget) series publications (AFI 65-601, Volume I, *Finance Management, Budget Guidance and Procedures*, is particularly important). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Submit any recommended changes, clarification requests, or command supplements to this instruction to HQ AF/A7CA. Waiver authority is AF/A7C.

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## Chapter 1

### OVERVIEW

**1.1. Purpose.** The purpose of this instruction is to provide instruction and guidance for those responsible for planning, programming, and executing real property Facilities Operation requirements in compliance with public law, Department of Defense (DOD), and Air Force (AF) policies.

1.1.1. Facilities Operation (FO): The FO program encompasses those “municipal-like” functions performed on an installation that are directly related to real property. FO also includes Civil Engineer (CE) combat capabilities (i.e. Prime Base Engineer Emergency Force (BEEF)). The FO Program covers 10 activities, which are discussed further throughout this document. These 10 functions are:

- 1.1.1.1. Fire Prevention and Emergency Services(See chapter 2)
- 1.1.1.2. Utilities(See chapter 3)
- 1.1.1.3. Pavement Clearance (See chapter 4)
- 1.1.1.4. Integrated Solid Waste Collection and Disposal(See chapter 5)
- 1.1.1.5. Real Property Leases(See chapter 6)
- 1.1.1.6. Grounds Maintenance and Landscaping(See chapter 7)
- 1.1.1.7. Pest Management (Control)(See chapter 8)
- 1.1.1.8. Custodial(See chapter 9)
- 1.1.1.9. Real Property Management and Engineering Services(See chapter 10)
- 1.1.1.10. Readiness Engineering(See chapter 11)

The FO program includes manpower authorizations, support equipment and furnishings, contracts, and associated costs belonging exclusively to and required to plan, manage, and execute the functions defined throughout this document. The FO program excludes sustainment, restoration and modernization (SRM) of facilities, environmental services (such as disposal of hazardous materials), Installation Services, and mission-funded costs which are funded through other Program Elements (PE).

1.1.2. Real Property Services to Facilities Operation Background: In order to improve the management of base support programs and strengthen the Office of the Secretary of Defense’s (OSD) ability to track funding in programming, budget development, congressional appropriations and execution, the Principal Assistant Deputy Under Secretary of Defense (Installations and Environment) (PADUSD (I&E)), directed the standardization of Real Property Services (RPS) across the Department of Defense and directed the Services to realign funding in their existing RPS program in accordance with the new OSD standardized FO definitions. This standardization allowed OSD to develop the Facilities Operation Model (FOM) to forecast the Services’ and other DOD Agencies’ FO requirements. As a direct result of standardization, the former Real Property Services program was realigned and is now classified as the FO program. The AF realigned its former

RPS program with OSD's new FO program definitions. These changes were made effective in FY07 for planning and programming purposes and in FY08 for execution.

1.1.2.1. MAJCOMs realigned funds from their RPS program (PE XXX79F) for service contracts designed to keep facilities in good working order (e.g., elevator or facility crane inspection and maintenance, hangar door maintenance, etc.) to the Facilities Sustainment PEs (PE XXX78F).

1.1.2.2. MAJCOMs realigned funds from their RPS program for operation of permanent party unaccompanied housing, including funds required to provide and sustain furnishings/appliances, into a new series of PEs. These new PEs are defined by OSD Program Analysis and Evaluation (PA&E) as follows, "Includes manpower authorizations, peculiar and support equipment, necessary facilities and the associated costs specifically identified and measurable to Permanent Party Unaccompanied Housing Operations and Furnishing: management, housing assignment, care of quarters, provisions, care preservation and maintenance of furnishings/appliances. Excluded are functional categories, which are funded and reported under separate PEs. Examples include: SRM of facilities, environmental services and base communications." It must be noted that not all PEs ending in "79F", are part of the FO PE series.

1.1.2.3. MAJCOMs realigned funds for recurring non-hazardous recycling operating costs from pollution prevention PEs (PE XXX54F) to the FO PE series (PE XXX79F). Only the recurring non-hazardous recycling costs from the pollution prevention PE for the solid waste stream that typically goes to municipal solid waste landfill are considered FO. FO does not include special waste, hazardous waste, classified waste, or other wastes. "Other wastes" are those that if not recycled will be transferred to a hazardous waste or special industrial waste landfill (See chapter 5).

1.1.2.4. MAJCOMs realigned funds for overhead management of the Programs Flight Chief, the Operations Flight Chief, and their direct administrative support within the civil engineer squadrons from facilities sustainment PEs (PE XXX78F) to the FO PE series (PE XXX79F). For the Programs and Operations Flights, the supervisors for the "Sustainment" shops/zones/work centers are included in the Facility Sustainment Model (FSM) cost factors and did not move to FO. Programs and Operations Flight Chiefs, their Deputies and their direct administrative support are considered "overhead management" not related to sustainment, and, therefore, funded out of FO (See chapter 10).

1.1.2.5. MAJCOMs realigned funds for the base comprehensive planning and base facility project programming positions within the Civil Engineer Squadron Programs Flight from facilities sustainment PEs (PE XXX78F) to the FO PE series (PE XXX79F). The intent is not to split work centers. Therefore, those personnel responsible for base comprehensive planning and facility project programming are assigned to Responsibility Center/Cost Center (RC/CC) XX4420, Programs Flight. Design and construction management type inspection functions being performed in-house (to include reviewing Architectural and Engineering designs, developing Indefinite Delivery Indefinite Quantity Statements of Work for example) are covered in the Sustainment Cost Factors of FSM. These functions within the Programs Flight will remain in sustainment and are assigned to RC/CC XX4421, Project Management. However, the base developers and

programmers are not covered in the Sustainment Cost Factors; their role is more of a general service and is included in FO (See chapter 10).

1.1.2.6. MAJCOMs realigned real property lease funds from the Installation Services PEs (formerly Base Operating Support (BOS) PEs) to the FO PE series (PE XXX79F). See chapter 6 for inclusions and exclusions.

1.1.3. Facilities Operation Model (FOM): The FOM is a requirements projection tool developed by OSD and the Services. FOM works in a similar fashion as the Facility Sustainment Model (FSM) in that it uses the real property inventory (RPI), commercial cost data, area cost factors, and climate/geographic data to project the total FO requirement at a macro level.

1.1.3.1. The following chapters are not exclusively limited to Appn 3400 Operation and Maintenance (O&M). In the same fashion that funding at any given base may come from several appropriations, FOM computes a FO requirement for all fund streams. Each FO function may have multiple fund sources (e.g., Military Family Housing, Transportation Working Capital Fund, Defense Health Program, Active O&M, Air National Guard (ANG) O&M, or Air Force Reserve Command (AFRC) O&M components). The appropriation code associated with any “A” or “D” record in the RPI is the guiding field that will initially determine the appropriation. Specific business rules in FOM may further modify the designated Appropriation.

1.1.3.2. The purpose of FOM is to better align the Defense Budget with projected requirements, strengthen the justification for resources to operate facilities and to standardize the requirements generation process across the DOD. Therefore the primary use for FOM is in developing the Program Objective Memorandum (POM) at Headquarters Air Force (HAF). FOM is a macro-level model and it is not intended to be used to determine the specific requirements of any one installation or any particular FO function.

1.1.3.3. Base level activity managers in the executing flight, working with resource advisors, must capture and execute requirements in the appropriate PE and function to ensure obligations are accurately captured and correlate properly to the FO accounting structure. This is essential for evaluating the accuracy of the model and comparing AF obligations against programmatic goals.

1.1.4. Common Levels of Service. Common Levels of Service may be established by HAF to manage service contract costs while minimizing impacts to installations. MAJCOMs are responsible for planning, programming, and budgeting appropriate funds to ensure a standardized approach providing consistent levels of service without exceeding HAF-established standards.

## **1.2. Responsibilities.**

1.2.1. Deputy Assistant Secretary of the Air Force (Installations) (SAF/IEI): SAF/IEI establishes and provides oversight of policies relating to real property, real property systems and components, and engineering services, and grants waivers to those policies in appropriate circumstances.

1.2.2. The Air Force Civil Engineer (HQ USAF/A7C): HQ USAF/A7C provides programming guidance, oversight, and policy as required. HQ USAF/A7C, through the Air Force corporate structure, makes recommendations to the Assistant Secretary of the Air Force for Financial Management (SAF/FM), and the Air Force Group, Board, and Council on requirements for, and appropriate allocation of, appropriated O&M FO resources for Active Air Force, ANG and AFRC requirements.

1.2.3. MAJCOMs: MAJCOMs provide oversight to ensure compliance with public law, DOD, and AF policies. MAJCOMs implement Air Force standard Levels of Service and provide command-unique guidance to supplement AF policies, procedures, and instructions; validate requirements identified by their installations; develop and advocate command budgets for FO requirements; promote timely obligation of funds; and ascertain proper recording of associated costs and expenses. The ANG and AFRC Civil Engineer perform these MAJCOM functions for their installations.

1.2.4. United States Property and Fiscal Officer (USPFO). The USPFO is accountable for all ANG property with a federal interest.

1.2.5. Air Force Civil Engineer Support Agency (AFCESA) and the Air Force Center for Engineering and the Environment (AFCEE): AFCESA and AFCEE provide technical engineering guidance, assistance, and services.

1.2.6. Installation Commander: The Installation Commander has overall responsibility and accountability for the operation of an Air Force installation. The Installation Commander, assisted by the Base Civil Engineer (BCE), is responsible and accountable to ensure all work accomplished for the AF on AF owned/controlled real property is properly authorized and funded in accordance with all laws, policies, and regulations. The Commander is also responsible for ensuring the effective and efficient operation of AF real property and for planning and identifying FO requirements necessary to properly support assigned missions and people (including tenants).

1.2.7. The Base Civil Engineer (BCE): The BCE supports the Installation Commander by identifying, planning, programming, budgeting, and executing FO. Ensures the accuracy of RPI (which is the basis for most of the FOM). Properly accounts for all personnel positions on the Unit Manpower Document (UMD) in the proper Program Element (PE) as prescribed in this AFI.

**1.3. Scope.** This instruction provides general procedures for planning, programming, and executing O&M-funded FO activities. It applies to those activities, including, but not limited to, those planned for accomplishment by organic forces (which include over hires and temporary duty augmentees), troop labor, or contract. FO activities are normally funded in the 3400 appropriation (3740 for Air Force Reserve (AFR) and 3840 for ANG). Eligible FO activities may be funded from 3600 appropriation, Research, Development, Test and Evaluation (RDT&E); Working Capital Fund (WCF); or other Defense FO accounts provided that they are made available for O&M purposes. This instruction does not address:

1.3.1. Nonappropriated Funds (NAF) Instrumentalities FO requirements that are funded by NAFs (AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*).



1.3.2. Military Family Housing (MFH) FO requirements that are funded with MFH appropriations (AFI 326001, *Family Housing Management*).

1.3.3. Defense Health Program (DHP) funds that are used to finance FO requirements at medical facilities (AFPD 41-2, *Medical Support*, and AFI 41-201, *Managing Clinical Engineering Programs*) and for emergency medical services (civilian manpower, training, and equipment) provided by the BCE.

1.3.4. Other Defense and other Governmental agency funds provided via Memoranda of Agreement (MOA), reimbursement, etc. Such agencies include, but are not limited to, the Defense Logistics Agency, Department of Energy, etc.

## Chapter 2

### FUNCTION 1 - FIRE PREVENTION AND EMERGENCY SERVICES

#### 2.1. Guidance for FO Fire Prevention and Emergency Services Requirements Funding Inclusions and Exclusions.

2.1.1. FO Fire Prevention and Emergency Services Funded Activities: Structural fire protection, aircraft rescue and fire fighting (ARFF), fire prevention programs, stand by services, other emergency responses (e.g. confined space rescue, vehicle firefighting or rescue, etc.), emergency medical services (EMS) response support, and hazardous materials (HAZMAT) initial response (does not include subsequent work efforts to clear debris and remove contamination from the incident site). DODI 6055.06, *DOD Fire and Emergency Services Program* provides the foundation for minimum required first response capabilities.

2.1.2. Funded FO requirements for Fire Prevention and Emergency Services: Fire Prevention and Emergency Services is the protection of people, facilities, and property from loss due to fire, explosion, accident, injury, entrapment, or other causes. It also includes HazMat activities, personnel rescue capabilities, EMS support, Structural Fire Emergency Services, and Aircraft Rescue and Fire Fighting (ARFF). It includes review of all phases of facility project planning, fire prevention activities, fire fighting, and related rescue activities. It includes administration involved in maintenance of fire incident and operation records and reports. Operating fire-fighting facilities, alert services, and rescue operations is included in Fire Prevention and Emergency Services. Fire Prevention and Emergency Services establishes and conducts training programs and plans and substantiates facilities, equipment, tools, supplies, and manpower. This function also prepares incident reports in accordance with Department of Defense (DOD) directives. It develops regulations and programs to prevent fires and associated loss; prepares fire inspection reports; oversees the correction of fire hazards and deficiencies, and the installation, inspection and maintenance of facility fire extinguishers. The three major sub functions under Fire Prevention and Emergency Services are: (1) Fire Emergency Services Flight , (2) Fire Protection Operations, and (3) Fire Prevention.

2.1.2.1. Fire Emergency Services Flight (FESF) (RC/CC XX4425): Support includes managing, supervising, and providing administrative support to the fire protection flight. The specific personnel associated with FESF are the Fire Chief, Deputy Fire Chief, assistant chiefs (AC) (for Operations and Readiness, Operations, Fire Prevention, and Training), administrative support, and fire alarm communications center operators (dispatchers). These personnel oversee the incorporation of fire protection planning into construction projects. They maintain fire incident and other required reports in accordance with higher headquarters directives. The management of operational shift and staffing for fire alarm communication centers is provided for by the FESF or delegated to the Operations Section. The FESF will also serve as incident commander during major accident responses, routinely prepare and manage the annual operating budget, and are responsible for the safety of personnel, facilities, and vehicles under their charge. FESF is captured in RC/CC XX4425, where costs are captured in the respective FO PE, XXX79F, and the related Functional Account Code (FAC) is 44EF.

2.1.2.2. Fire Protection Operations (RC/CC XX4426): Fire Protection Operations includes station chiefs, crew chiefs, driver/operators, firefighter/paramedic, firefighter/Emergency Medical Technician (EMT), firefighter/ Hazardous Materials (HAZMAT), and firefighters. It includes personnel and equipment costs for functions related to providing aircraft, structural, miscellaneous fire suppression, and rescue services. Fire Protection Operations provides emergency and HAZMAT response tailored to the base mission. Fire Operations also provides upgrade training and supervision as required for apprentice firefighters. Inclusive in Fire Protection Operations is the conducting of periodic, mandated inspection, testing, maintenance of fire department equipment, and completion of required reports. Fire Protection Operations is captured in RC/CC XX4426, where costs are captured in the respective FO PE, XXX79F, and the related FAC is 44EF.

2.1.2.2.1. Where the installation commander has approved, fire departments may support the primary EMS provider when resources permit. The medical unit commander approves and funds these FO requirements through the Defense Health Program (see paragraph 2.4.3). Fire departments may expand the role in EMS with approval of AF/A7C.

2.1.2.2.2. For guidance on funding of Fire Protection Operations on unimproved lands (wild/forest fires), refer to AFI 32-7064, *Integrated Natural Resources Management*. AFI 32-7064 outlines different funding scenarios for wild/forest fires.

2.1.2.3. Fire Prevention (RC/CC XX4427): Fire Prevention is inclusive of inspectors and functions related to the prevention of fire in base facilities and processes. The personnel responsible for Fire Prevention develop base fire prevention regulations, conduct fire inspection visits to all facilities at prescribed intervals, complete reports for fire safety deficiencies (FSDs) and hazards, and complete inspection reports. They will also monitor corrective actions for FSDs and hazards, maintain records as required, and provide fire prevention training to the base populace. They review construction site plans, floor plans and engineering schematics for *operational suitability* to FES response under emergency conditions. Further responsibilities include providing fire prevention training and briefings to Commander's Call and Newcomer's Orientation, overseeing the base fire extinguisher program, conducting fire investigations, conducting seasonal fire safety campaigns, and supporting the Operations section as required. Fire Prevention personnel will monitor Sustainment actions (inspection, testing, and maintenance) of fire detection/suppression systems, but do not maintain such systems. Fire Prevention is captured in RC/CC XX4427, where costs are captured in the respective FO PE, XXX79F, and the related FAC is 44EF.

### 2.1.3. Excluded from FO Fire Prevention and Emergency Services funding:

2.1.3.1. Fire Detection/Suppression Systems and Fire Protection Training Facilities/Equipment: Excludes the actual inspection, testing, and maintenance/repair of fire detection/suppression systems and structural and aircraft live fire trainers, confined space trainers, and similar training facilities. These requirements, to include sustainment - maintenance are included in the Sustainment PE XXX78F. Restoration and Modernization - Repair of these systems are funded from the Restoration and Modernization (R&M) PE XXX76F as determined by work classification (AFI 32-1032,

*Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects).*

2.1.3.2. Registered Professional Engineer (PE) services related to compliance of engineering design to life safety code. Engineering design aligns to the SRM PE, or to FO function 9, Real Property Management and Engineering Services, if related to the installation engineering services of annual inspection of facilities, overhead of planning and design or overhead of construction management.

2.1.3.3. CE Chemical and Biological Defense Program Management (RC/CC XX4401): The Fire Prevention and Emergency Services function excludes costs associated with the USAF CE Chemical and Biological Defense Program (Note: this program is simultaneously referenced in the PE dictionary as the Nuclear/Chemical/Biological Defense Program and elsewhere as the Chemical, Biological, Radiological, and Nuclear (CBRN) Defense Program). It does not include CE personnel that directly manage the CE aspects of the program (including training for base personnel). Further, it does not include planning, purchase of equipment items and materials, care of equipment, and other associated CE responsibilities at base level for the chemical and biological defense program. RC/CC XX4401 does not include central Supply or Life Support functions such as purchasing or issuing of Individual Protective Equipment. The program elements associated with Nuclear/Chemical/Biological Defense Program are 27593F for the Active Air Force, 55165F for ANG, and 55166F for AFR.

2.1.3.4. Weapons of Mass Destruction (WMD) Emergency Response Program (RC/CC XX4429): Fire Prevention and Emergency Services does not account for costs to support the WMD Emergency Response Program. Funds received by CE in PE 27574F will be obligated in RC/CC Code XX4429, to include Baseline Equipment Data Assessment List (BEDAL) required for first responders. The WMD Emergency Response Program enhances first responder units (i.e. firefighters, Civil Engineer, explosive ordnance disposal, etc.) planning, training, and equipment capabilities up to the level where an installation can detect, assess, contain and recover from a peacetime WMD incident. Fire Prevention and Emergency Services excludes training, planning, special and general support equipment, contract personnel support and the associated costs for WMD Emergency Response Program. Maintenance and sustainment of equipment items will be funded through the WMD Emergency Response PE, 27574F, as well as additional manpower that may be required for support.

**2.2. Cost Accounting.** FO Fire Prevention and Emergency Services costs are captured in four responsibility Center/Cost Centers (RC/CC) for the four respective sub functions listed in the table below. The following sub functions are accounted for in PE XXX79F:

**Table 2.1. FO Fire Prevention and Emergency Services Cost Accounting.**

<b><u>Fire Prevention and Emergency Services Sub Functions</u></b>	<b><u>RC/CC Code</u></b>
Fire Emergency Services Flight	XX4425
Fire Protection Operations	XX4426
Fire Prevention	XX4427
Fire Protection and Emergency Services for Range or Other GSU	XX4495

## 2.3. Manpower.

### 2.3.1. Base-Level:

2.3.1.1. Military: Personnel with Air Force Specialty Code (AFSC) 3E7XX who spend a majority of their time performing Fire Prevention and Emergency Services functions shall be assigned to the FO PE, XXX79F, or Combat Support PE, XX969F. Military base-level FO Fire Prevention and Emergency Services personnel in this AFSC will not be accounted for in the Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described.

2.3.1.2. Civilian: Personnel with AFSC 3E7XX or equivalent civilian occupational series who spend a majority of their time performing Fire Prevention and Emergency Services functions shall be assigned to the FO PE, XXX79F. Civilian base level FO Fire Prevention and Emergency Services personnel will not be accounted for in the Sustainment PE, XXX78F, Combat Support PE, XX969F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. Only FO is appropriate.

### 2.3.2. Headquarters (HQ)-Level:

2.3.2.1. Military and Civilian: Personnel with AFSC 3E7XX or equivalent civilian occupational series, regardless of their time allotment performing Fire Prevention and Emergency Services functions shall be assigned to the HQ PE, XXX98F. HQ level FO personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

## 2.4. Special Considerations.

2.4.1. Morale Welfare and Recreation (MWR) / Non-Appropriated Funds (NAF): Fire Prevention and Emergency Services are considered common support, are not reported, and do not require reimbursement from NAF (AFI 65-106) *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*.

### 2.4.2. Military Family Housing (MFH):

2.4.2.1. Fire Stations located in MFH for the exclusive support of family housing will be funded by the MFH account either by direct-cite or through the reimbursement process as appropriate.

2.4.2.2. Fire prevention function costs that can be directly attributed to MFH will be funded by the MFH account either by direct cite or reimbursement as appropriate.

2.4.3. Emergency Medical Response: Training, Equipping, and Operational costs directly related to providing emergency medical support capability are funded by Defense Health Programs, either by direct cite or reimbursement.

## Chapter 3

### FUNCTION 2 - UTILITIES

#### 3.1. Guidance for FO Utilities Requirements Funding Inclusions and Exclusions.

##### 3.1.1. FO Utilities Funded Activities:

3.1.1.1. Generation of utilities and operation of utilities plants.

3.1.1.2. Purchased utilities (consumption).

3.1.1.3. Utility Privatization.

3.1.1.4. Energy management and conservation activities.

3.1.2. Funded FO requirements for Utilities: Inclusive of generation of all energy and source fuels, pneumatics, other gases, heated water, chilled water, potable and non-potable water, and ice. Includes purchase of all water, electricity, natural gas, sewage disposal, steam heat and other utilities (utility fuels, coal, coke, etc.). Also includes issues of non-vehicle motor fuel, diesel fuel, liquid propane, distillates and residuals from the Fuels Division for heating and power production for real property facilities equipment. Includes operations of utility systems for the generation and distribution of all energy and source fuels, pneumatics, other gases, heated water, chilled water, potable and non-potable water, and ice. Also includes utility system privatization (UP) costs, after the system has been privatized, and Energy Savings Performance Contracts (ESPC).

##### 3.1.2.1. Funding of Generation of Utilities/Operations of Utility Plants includes:

3.1.2.1.1. Costs of plant operators and shop supervisors.

3.1.2.1.2. Cost associated with operation of the plant to include supplies, tools and equipment required for operations (AFI 65-601V2, *Budget Management for Operations*).

3.1.2.1.3. Fuel costs for plant operations (i.e., coal, diesel fuel and heating oil).

3.1.2.1.4. Contracted operational costs if plant is not privatized.

3.1.2.1.5. The FO funded requirements associated with utilities generation and operation of utility plants include the following:

3.1.2.1.5.1. Water Generating Plant Operations (RC/CC XX4465) and GSU - Water Plant Operations (RC/CC XX4483): Includes operating costs incurred in support of the generation of potable and nonpotable water supply sources, pumping stations, and treatment facilities associated with water generation. Includes desalinized and demineralized water production.

3.1.2.1.5.2. Wastewater Treatment Plant Operations (RC/CC XX4466) and GSU - Sewage Plant Operations (RC/CC Code XX4484): Includes the operating costs incurred in support of the operation of primary, secondary, and complete treatment wastewater plants, and pumping stations in connection with sewage collecting systems.

3.1.2.1.5.3. Other Utility Plant Operations (RC/CC XX4467): Includes costs

associated with the operation of cold storage (ice manufacturing and cold storage plant refrigeration); central and installed air compressors if used as a central air supply for other areas. A central air or installed air compressor is a permanently located unit connected to a piping system with valve outlets for supply of compressed air at required usage locations. Include all other utility plants and systems not otherwise identified such as solar energy collection systems, wind, mixing fuels, and all other renewable/alternative sources of energy.

3.1.2.1.5.4. Operation of Electric Generating Plants (RC/CC XX4475): Operation of prime generating plants, which are regularly operated to supply prime power as a normal function.

3.1.2.1.5.5. Heat Generating Plant (RC/CC XX4493): Includes operations of central plants for high-temp hot water, domestic hot water, low and high pressure steam for heat processing or power, warm air heating systems, and direct fired heat plants. Includes ash disposal, desulphurization and materials.

3.1.2.1.5.6. Air Conditioning/Chiller Plants (RC/CC XX4494): Includes operation of centralized air conditioning/chiller plant operations.

3.1.2.2. Funding of Renewable Energy Sources or Contracts: As the AF expands our efforts to control fossil fuel energy consumption, more commodities will come from renewable or alternate “green” energy initiatives. Account operating expenses or commodity credits for renewable or alternate energy source funding using RC/CC XX4467 or XX4468, PE XXX79F, and the following Element of Expense Investment Codes (EEICs) (Table 3.1. below):

**Table 3.1. Alternative/Renewable Purchased Energy EEICs.**

<b><u>Commodity Description</u></b>	<b><u>EEIC</u></b>
Nuclear	480UN
Hydro Electric, Water	480BH
Biomass (Renewable) Electric	4802B
Wind (Renewable) Electric	4802W
Solar PV (Renewable) Electric	4802S
Hydrogen, Fuel Cells (non-vehicle)	642BF
Ethanol (non-vehicle use)	642BE
Geothermal (Renewable) Electric	4802G
Landfill Gas (Renewable) Electric	4802L
Hydraulic/Ocean (Renewable) Electric	4802H
Purchase Electrical Energy Credits	480RC

3.1.2.3. Excluded from FO Generation of Utilities/Operations funding:

3.1.2.3.1. Facility and plant sustainment - maintenance and repair other than that routinely accomplished by plant operators to continue current plant capabilities, or preserve the material value of the plant, will be charged to sustainment PE XXX78F. Restoration and moderation - repair and minor construction requirements will be charged to PE XXX76F.

3.1.2.3.2. Systems (such as water softeners, cooling tower systems, treatment facilities or booster pump facilities, etc) serving only the needs of one facility, or small grouping of adjacent facilities, are facility sustainment requirements and funded from PE XXX78F or PE XXX76F (AFI 32-1032).

3.1.2.3.3. Plants and backup generators on automatic operation, which receive only periodic attention from maintenance personnel are facility sustainment requirements and funded from PE XXX78F.

3.1.2.4. Funding of FO purchased utilities includes:

3.1.2.4.1. Utilities purchased from an off-base utility provider (i.e. gas, electric, water, steam, sewage disposal, etc.) required in direct support of real property operations. Costs are accounted for in RC/CC XX4468, and PE XXX79F.

3.1.2.5. Excluded from FO purchased utilities funding:

3.1.2.5.1. Communication services such as telephone and cable TV.

3.1.2.5.2. Compressed Natural Gas (CNG) for vehicles.

3.1.2.5.3. Ice purchased from a vendor, ice intended for human consumption, and point-of-use commercial grade appliances.

3.1.2.6. Funding of FO Utility Privatization (UP) includes:

3.1.2.6.1. FO utility system privatization includes costs incurred after a utility system has been privatized. Costs are accounted for in RC/CC Code XX4468, PE XXX79F, in the EEICs recorded in Table 3.2. (\*note, these EEICs are also used for utilities purchased under Base Maintenance Contracts). Associated Quality Assurance Program oversight of UP service contracts are construed as Real Property Management and Engineering Services costs (Function 9) (see chapter 10).

**Table 3.2. Utility Privatization (UP) EEICs.**

<b><u>Description:</u></b>	<b><u>EEIC:</u></b>
UP - PMO Management/Miscellaneous	480AM
UP - Water Distribution and Treatment	480UW
UP - Electrical Distribution	480UE
UP - Natural Gas Distribution	480UG
UP - Wastewater Collection and Treatment	480US

3.1.2.7. Funding of energy management and conservation activities (i.e., Energy Savings and Performance Contracts (ESPC), Utility Energy Services Contracts (UESC), and Resource Efficiency Managers (REM)) are defined as:

3.1.2.7.1. ESPCs are contracts that provide for the performance of services for the design, acquisition, financing, installation, testing, operation, and where appropriate, maintenance and repair, of an identified energy or water conservation measure. The contractor who is paid by savings over time resulting from the energy measures finances them. UESCs are a sole source modification to the existing utility contract in which the utility company completes facility energy audits, designs, finances, and implements projects that improve energy efficiency. The contractor is paid from



savings resulting from the energy measures. ESPC and UESC are funded using RC/CC XX4467 or XX4468, PE XXX79F, in the EEICs recorded in Table 4.1. Excluded from FO funding are government funded efforts that use UESC mechanisms as a means to execute an energy project in lieu of a traditional contract solicitation. Associated Quality Assurance Program oversight of UP service contracts are construed as Real Property Management and Engineering Services costs (Function 9) (see chapter 10).

3.1.2.7.2. Resource Efficiency Managers (REM) are funded out of utilities commodities appropriations using PE XXX79F and EEIC 480ER in RC/CC XX4468.

**Table 4.1. ESPC and UESC EEICs.**

<u>Commodity Description</u>	<u>ESPC EEIC</u>	<u>UESC EEIC</u>	<u>RC/CC Code</u>
Water	48011	48012	XX4468
Electricity	48021	48022	XX4468
Gas	48031	48032	XX4468
Sewage	48041	48042	XX4468
Steam	48051	48052	XX4468
Coal (inc propane)	60061	60062	XX4467
Heating Fuel	64271	64272	XX4467

3.1.2.7.3. Other Energy Management and Conservation Activities. Includes activities and non-real property materials related to energy or utility measurement, awareness, control, optimization, demand reduction and conservation. Includes support costs and non-real property materials for centralized aspects of Energy Management Control Systems (EMCS). Includes Renewable Energy Credits (REC). Includes funding of energy audits, studies and condition assessment activities that predominantly address energy and utility supply, consumption, demand reduction and conservation. Excludes engineering design activities as well as facility inspections and assessments that are not predominantly related to energy/utility supply, consumption and conservation, which shall be accounted for under function 9.

**3.2. Cost Accounting.** Utilities are captured in the various RC/CC and sub functions listed in the table below. The following sub functions are accounted for in PE XXX79F:

**Table 5.1. FO Utilities Cost Accounting.**

<u>Utilities Sub Functions</u>	<u>RC/CC Code</u>
Water Generating Plant Operations	XX4465
GSU - Water Plant Operations	XX4483
Wastewater Treatment Plant Operations	XX4466
GSU - Wastewater Treatment Plants	XX4484
Other Utility Plant Operations	XX4467
Purchased Base Utilities	XX4468
Operation of Electrical Generating Plant	XX4475
Heat Generating Plant	XX4493
Air Conditioning/Chiller Plants	XX4494

### 3.3. Manpower.

#### 3.3.1. Base-Level:

3.3.1.1. Military: Personnel with AFSCs 3E0X1 or 3E4X1 who spend a majority of their time operating (not sustaining) Utilities functions shall be assigned to the FO PE, XXX79F, or Combat Support PE, XX969F. No other PE, including the Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

3.3.1.2. Civilian: Personnel with AFSCs 3E0X1 or 3E4X1 or equivalent civilian occupational series who spend a majority of their time operating (not Sustaining) Utilities functions shall be assigned to the FO PE, XXX79F. Civilian base level personnel with these AFSCs or equivalent occupational series shall be assigned to either the FO PE or the Sustainment PE, XXX78F. No other PE, including the Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

#### 3.3.2. Headquarters-Level:

3.3.2.1. Military and Civilian: Personnel with AFSCs 3E0X1 or 3E4X1 or equivalent civilian occupational series, regardless of their time allotment shall be assigned to the HQ PE, XXX98F. HQ level personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

### 3.4. Special Considerations.

3.4.1. Reimbursable Customers: Per DODI 4000.19, *Interservice and Intragovernmental Support*, utilities are customarily reimbursable, unless specific Memoranda of Agreement (MOAs), Interservice Support Agreement (ISSA), Joint Basing Agreement, etc. mandate otherwise. Utility rates are calculated annually. AFI 32-1061, *Providing Utilities to US Air Force Installations*, provides particular instructions on the calculation of utility rates for reimbursable customers to account for the cost of the commodity, line loss, system operation and maintenance, other utility costs, capital charges, and administrative overhead. Reimbursements shall be accounted for in RC/CC XX440E, *Reimbursements - Utilities*, in the EEIC in which they were expensed. Reference AFI 65-106 and AFI 34-211(I), *Army and Air Force Exchange Service General Policies*, for definitive guidance on reimbursable customers. Reimbursable customers fall into the following categories:

#### 3.4.1.1. DOD organizations/activities:

3.4.1.1.1. Morale Welfare and Recreation (MWR) / Nonappropriated Funds (NAF) Functions. The MWR and NAF Category C Functions (excluding Golf Courses) rate includes the commodity cost only. Utilities are provided without reimbursement at overseas and remote and isolated locations. Golf Courses and support facilities are charged the same rate as DOD agencies. Based on availability of resources, commanders may elect to use APFs to pay utility charges for qualifying CONUS Category C NAF activities. Reference AFI 34-211(I) and AFI 65-106 for specific guidance on MWR and NAF Category C functions.

3.4.1.1.2. Medical Support Facilities Account.

3.4.1.1.3. Government Owned MFH.

- 3.4.1.1.4. Defense Working Capital Funds (DWCF) Account.
- 3.4.1.1.5. Defense Commissary Agency (DeCA).
- 3.4.1.1.6. ANG and occupants of property leased by the Air Force as well as Active AF components and AFR occupants of property permitted to the ANG.
- 3.4.1.1.7. Base Closure Locations.
- 3.4.1.2. Non-DOD Federal Agencies. Examples include post office facilities and other federal tenants.
- 3.4.1.3. Non-Federal Organizations: Includes public schools, occupants of privately owned mobile homes located on AF installations, privatized family housing, banks and credit unions (unless exempt in AFI 32-9003, *Granting Temporary Use of Air Force Real Property*).
- 3.4.2. Other Considerations. Funding of Family Housing units temporarily diverted for use as Unaccompanied Housing (AFI 32-6001): All current and future temporary diversions for bachelor quarters for unaccompanied or unmarried personnel will exclusively use MFH funds for operations and maintenance including utilities costs.

## Chapter 4

### FUNCTION 3 -PAVEMENT CLEARANCE

#### 4.1. Guidance for FO Pavement Clearance Requirements Funding Inclusions and Exclusions.

4.1.1. Funded FO requirements for Pavement Clearance: Pavement clearance includes in-house and contract snow and ice removal and pavement sweeping including personnel, equipment, and supplies. Provides pavement sweeping and snow and ice removal from all paved areas including airfields, piers, streets, parking lots, and walkways. Pavement clearance is captured in RC/CC XX4441 and PE XXX79F (See AFI 32-1032 for project work classification)

4.1.2. Excluded from FO Pavement Clearance funding: Vehicles and capital equipment (i.e., snow plows and sweeper trucks). Pavement sustainment is captured in RC/CC XX4442 and program element XXX78F. Restoration and modernization if by contract is captured in RC/CC XX4449 and PE XXX76F. Demolition if not in conjunction with other work is captured in RC/CC XX4448 and PE XXX93F.

**4.2. Cost Accounting.** Pavement Clearance is captured in RC/CC XX4441, *Facility Operations – Pavements Clearance*, where costs are captured in the respective FO PE, XXX79F, and the related FAC is 44OE.

#### 4.3. Manpower.

##### 4.3.1. Base-Level:

4.3.1.1. Military: Personnel with AFSC 3E2X1, who spend a majority of their time performing Pavement Clearance function shall be assigned to the FO PE, XXX79F, or the Combat Support PE, XX969F. Military base-level Pavement Clearance personnel with this AFSC will not be assigned to either the FO or the Sustainment PE, XXX78F. No other PE is appropriate.

4.3.1.2. Civilian: Personnel with AFSC 3E2X1 or equivalent civilian occupational series, who spend a majority of their time performing Pavement Clearance functions shall be assigned to the FO PE, XXX79F. Civilian base level personnel with this AFSC or equivalent occupational series shall be assigned to either the FO PE or the Sustainment PE, XXX78F. No other PE, including the Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

##### 4.3.2. Headquarters-Level:

4.3.2.1. Military and Civilian: No HQ level assignments to Pavement Clearance are appropriate.

#### 4.4. Special Considerations.

4.4.1. Reimbursable Customers: Street sweeping and snow removal are considered common services according to DODI 4000-19 and are customarily non-reimbursable, unless specific Memoranda of Agreement (MOAs), Interservice Support Agreement (ISSA), Joint Basing Agreement, etc., mandate otherwise. If the airfields, piers, streets, parking lots, and

walkways are for the exclusive use of the tenant, the services provided for them are reimbursable. The cost may be reimbursed or direct cited if by contract. Review Host-Tenant Support Agreements, Inter and Intra-service support agreements or other applicable agreement to determine if tenant will reimburse for service. Reference AFI 65-106 and AFI 34-211(I) for definitive guidance on reimbursable customers.

## Chapter 5

### FUNCTION 4 - INTEGRATED SOLID WASTE COLLECTION AND DISPOSAL

#### **5.1. Guidance for FO Integrated Solid Waste Collection and Disposal Requirements Funding Inclusions and Exclusions, including day-to-day composting and non-hazardous waste recycling operations.**

5.1.1. FO Integrated Solid Waste Collection and Disposal Funded Activities: (1) Non-housing and housing, and (2) Solid Waste Diversion/Recycling operations and administration. The non-housing and housing requirement includes disposal operations, trash collection, recycling fees, and disposal fees. In the recycling operations requirement, curbside pickup services and composting are included.

5.1.1.1. Asset management and civil engineering operations must collaborate and coordinate efforts to ensure consistent policy, guidance, and implementation of Integrated Solid Waste Collection and Disposal activities. Solid waste disposal data originates from FO-funded activities, but is submitted through environmental channels, thus necessitating a combined validation effort. Funding for day to day management and operation of composting and non-hazardous waste recycling operations, and compliance with and implementation of related permit requirement resides in the FO program element code. However, asset management is generally responsible for overall solid waste recycling policy, program oversight and permits (applications, renewals, oversight, reporting), and the development of compliance guidance.

5.1.2. Funded FO requirements for Integrated Solid Waste Collection and Disposal and non-hazardous waste recycling: Accounts for all costs associated with Integrated Solid Waste collection and disposal, including day-to-day (recurring) operational costs for non-hazardous waste recycling and composting (composting operations and equipment, collections, and distribution). This includes manpower authorizations, peculiar and support equipment, facilities, contracts, and associated costs to plan, manage, and execute those functions, tipping fees, and landfill fees/charges. Integrated Solid Waste collection and disposal cost will be captured in RC/CC XX4446 and program element XXX79F.

5.1.3. Excluded from FO Integrated Solid Waste Collection and Disposal: Integrated Solid Waste Collection and Disposal does not include disposal/recycling of hazardous materials. It excludes classified, hazardous, biological, toxic, corrosive, reactive, flammable, radioactive wastes, and construction and demolition debris resulting from construction contracts. In accordance with AFI 32-7001, *Environmental Budgeting*, start-up costs required by law or regulation for the recycling and composting programs will be programmed in PE XXX54F.

5.1.4. Recycling Proceeds. Eligible reimbursements include any appropriated funds (such as Pollution Prevention (P2) funds) expended in support of recycling operations. Reimbursements must first be used to cover program expenses. Recycling proceeds shall be processed through the installation qualified recycling program (QRP) in a revenue source suspense account, 57F3875.8900, (Proceeds from the Sale of Recyclable Materials, Resource Recovery and Recycling). Per *Title 10 United States Code* Section 2577, "Proceeds from the sale of recyclable materials at an installation shall be credited to funds available for operations and maintenance at that installation in amounts sufficient to cover the costs of

operations, maintenance, and overhead for processing recyclable materials at the installation (including the cost of any equipment purchased for recycling purposes).” For service contracts, this will be a reimbursement to the FO account XXXX79F.

**5.2. Cost Accounting.** Integrated Solid Waste Collection and Disposal, composting, and non-hazardous waste recycling are captured in RC/CC XX4446, where costs are captured in the respective FO PE, XXX79F, and the related Functional Account Code (FAC) is 44OE.

**5.3. Manpower.**

**5.3.1. Base-Level:**

5.3.1.1. Military: Do not allocate permanent military positions to perform duties predominantly related to quality assurance of solid waste contracts.

5.3.1.2. Civilian: Personnel with AFSC 3E4X3 or equivalent civilian occupational series who spend a majority of their time performing or managing Integrated Solid Waste Collection and Disposal functions shall be assigned to the FO PE, XXX79F. Civilian base level personnel with these AFSCs or equivalent occupational series shall be assigned to either the FO PE or the Pollution Prevention PE, XXX54F. No other PE, including the Sustainment PE, XXX78, Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

**5.3.2. Headquarters-Level:**

5.3.2.1. Military and Civilian: Personnel with AFSCs 3E4X3 or 3E5X1 or equivalent civilian occupational series, regardless of their time allotment, shall be assigned to the HQ PE, XXX98F. HQ level FO personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, Pollution Prevention, XXX54F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

**5.4. Special Considerations.**

5.4.1. Reimbursable Customers: Per DODI 4000.19, integrated solid waste collection and disposal is customarily reimbursable, unless specific Memoranda of Agreement (MOAs), Interservice Support Agreement (ISSA), Joint Basing Agreement, etc. mandate otherwise. If integrated solid waste collection and disposal is provided solely for the benefit of the tenant, then it is considered reimbursable. Reimbursable tenants/customers shall be billed through a pay-as-you-throw system, also known as variable rate, volume-based or unit pricing system. Reference AFI 65-106 and AFI 34-211(I) for definitive guidance on reimbursable customers. Examples of reimbursable customers include:

**5.4.1.1. DOD organizations/activities:**

5.4.1.1.1. Army and Air Force Exchange Service (AAFES): APF support is authorized at Remote and Isolated bases; CONUS military exchanges (AAFES) will normally provide reimbursement for the service provided (AFI 65-106). APF is authorized OCONUS for AAFES waste collection.

5.4.1.1.2. Morale Welfare and Recreation (MWR) / Nonappropriated Funds (NAF). Integrated Solid Waste Collection and Disposal (to include trash removal) is

considered a common support service and may be provided to MWR on a non-reimbursable basis (AFI 65-106).

5.4.1.1.3. Medical Support Facilities.

5.4.1.1.4. Government Owned MFH.

5.4.1.1.5. Defense Working Capital Funds (DWCF).

5.4.1.1.6. Defense Commissary Agency (DeCA).

5.4.1.1.7. Other DOD Agencies. Includes the Air National Guard and occupants of property leased by the AF as well as Active AF components and AF Reserve occupants of property permitted to the ANG.

5.4.1.1.8. Base Closure Locations.

5.4.1.2. Non-DOD Federal Agencies. Examples include post office facilities and other federal tenants.

5.4.1.3. Non-Federal Organizations: Includes public schools, occupants of privately owned homes located on AF installations, privatized family housing, banks and credit unions (unless exempt in AFI 32-9003).



## Chapter 6

### FUNCTION 5 - REAL PROPERTY LEASES

#### 6.1. Guidance for FO Real Property Lease Requirements Funding Inclusions and Exclusions.

6.1.1. FO Real Property Lease Requirements Funding Activities includes: (1) Facility leases and licenses, (2) Land leases, and (3) In/Out leasing costs. For facility leases and licenses include on and off installation leases and sustainment of leased facilities when included in lease or license payments. Mission funded requirements for contingency operations are not included in FO. In land leases include leasehold rights, licenses, easements, right of way, etc. For out leasing costs include real property lease and license administration and management.

6.1.2. Funded FO requirements for Real Property Leases. Includes facility leases and licenses, on and off installations, and sustainment of leased facilities when included in lease or license payments; all functions related to real estate, leases, licenses, permits, etc. Real Property leases include land leases, leasehold rights, licenses, easements, and rights of way.

6.1.3. Excluded from FO Real Property Leases funding: Mission funded requirements for contingency operations and other mission-funded leases (i.e. new mission beddowns); also exclude any relocatable facilities (see AFI 32-1032) and facilities leased solely for the tenant. These type leases will be funded by the requiring organization/mission program element.

**6.2. Cost Accounting.** Real Property Leases are captured in RC/CC XX4412, *Real Property Management*, under EEIC 471XX, *Leased Space* or EEIC 474XX, *GSA Standard Level User Charges* where costs are captured in the respective FO PE, XXX79F.

**6.3. Manpower.** None. This function only considers costs of leasing instruments. Manpower is considered within the Real Property Management and Engineering Services function (see chapter 10).

#### 6.4. Special Considerations.

6.4.1. Morale Welfare and Recreation (MWR) / Nonappropriated Funds (NAF). Do not use Appropriated Funds to fund real property leases/rents for MWR activities. Maintenance or repair of facilities leased or constructed with NAFs, which the AF has not acquired title to, will be funded with NAF funds until the AF acquires title.

6.4.2. Tenants. Real property leased solely for a tenant will be direct cited or reimbursed.

6.4.3. Purchasing Land. Land is normally acquired through R&M. See AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects* and Title 10, United States Code, §2662, *Real Property transactions: reports to Congress*, current edition, and AFI 32-9001, *Acquisition of Real Property*.

## Chapter 7

### FUNCTION 6 - GROUNDS MAINTENANCE AND LANDSCAPING

#### 7.1. Guidance for FO Grounds Maintenance and Landscaping Requirements Funding Inclusions and Exclusions.

7.1.1. FO Grounds Maintenance and Landscaping Activities: All associated landscaping activities, plant growth management of unimproved/undeveloped land, semi-improved land with minimal resources, improved land within vicinity of structures, green waste management, and dust control. Excluded are golf courses which are funded with non-appropriated funds (except those at “remote and isolated locations”, AFI 32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*, and AFI 65-106) and timber production or agricultural outgrants (AFI 32-7064).

7.1.2. Funded FO requirements for Grounds Maintenance and Landscaping: Includes land categorized as improved, semi-improved, and unimproved as depicted on the General Plan. It also includes miscellaneous items that may be included in Grounds Maintenance and Landscaping listed in paragraph 7.1.2.4.

7.1.2.1. Improved Grounds. Includes land occupied by buildings and other permanent structures as well as lawns and landscape plantings on which personnel annually plan and perform intensive maintenance activities. Improved grounds include the cantonment area, parade grounds, drill fields, athletic areas, housing areas, lodging, green belts along major roadways, installation entry points (primary and high use gates), and picnic grounds within the cantonment area, airparks, memorials, and cemeteries.

7.1.2.2. Semi-improved Grounds. Grounds where periodic maintenance is performed primarily for operational and aesthetic reasons (such as erosion and dust control, bird control, and visual clear zones for safety and/or security). This land use classification typically includes areas adjacent to runways, taxiways, and aprons; runway clear zones and airfield infields; safety and/or security zones (for example along fence lines); rifle and pistol ranges; weapons firing and bombing ranges; meadows; picnic areas outside the cantonment area; ammunition storage areas; missile sites; space launch complexes; antenna facilities; industrial and fuel storage areas outside the cantonment area; staging and storage areas, remote or low use installation entry points, and shoulders of secondary roads. Some semi-improved grounds have more stringent operational or security requirements that impact the cost and level of performance for grounds maintenance requirements:

7.1.2.2.1. Runways, taxiways, aprons, runway clear zones: Airfield Bird Aircraft Strike Hazard (BASH) (AFI 91-202, *The US Air Force Mishap Prevention Program*) determines standards for airfields.

7.1.2.2.2. Space and missile complexes

7.1.2.2.3. Weapons storage areas

7.1.2.2.4. Security zones

7.1.2.3. Unimproved Grounds. Grounds not classified as improved or semi-improved. Unimproved grounds include forestlands; croplands and grazing lands; lakes, ponds, and wetlands; and any areas where natural vegetation is allowed to grow unimpeded by maintenance functions other than an occasional thinning of brush and the creation of fire breaks for fire control.

7.1.2.4. Miscellaneous Items.

7.1.2.4.1. Irrigation Systems. The irrigation system maintenance within a grounds maintenance contract may be included in this function to drain and charge systems, replace damaged or broken sprinkler heads, and to repair ruptured pipes (within the irrigation system itself).

7.1.2.4.1.1. Excluded from FO Irrigation Systems funding: Higher levels of irrigation system maintenance and repair that are accounted for in the Sustainment PE XXX78F. Golf course irrigation systems are not included; they are funded with non-appropriated funds except at "Remote and Isolated" locations as listed in AFI 65-106.

7.1.2.4.2. Pavement Sweeping. Street and sidewalk sweeping to remove grass and debris caused by grounds maintenance may be included in the grounds maintenance activity.

7.1.2.4.3. Re-lamping: Replacement of light bulbs in landscape accent lighting or lighting along paths and walkways may be included in the grounds maintenance activity.

7.1.2.4.4. Water features: The maintenance and cleaning of manmade water features (i.e. ponds, waterfalls, and fountains) may be included in the grounds maintenance activity.

7.1.2.4.5. Wildfire Prevention: Wildfire prevention and hazard reduction may be included in the grounds maintenance function (AFI 32-7064) except on Air Force Range lands, where this cost shall be accounted for under the appropriate mission account.

7.1.2.4.6. Pesticides: Pesticides (including herbicides)/fertilizers necessary to control pests/weeds or maintain plant health may be part of the grounds function (See chapter 8 for further guidance on pest controls), to include cost of herbicide applicator certification.

7.1.2.4.7. Green Waste: Green waste management may be included in the grounds maintenance function.

7.1.3. Excluded from FO Grounds Maintenance and Landscaping funding:

7.1.3.1. New Landscaping. Establishing new landscaping as part of a Military Construction (MILCON) Project or as part of an Operations and Maintenance (O&M) project is funded as part of the project cost. Establishing new landscaping that is not associated with a construction project as a "stand alone" effort is funded as FO (e.g. sodding, xeriscaping, etc). However, real property improvements (i.e. irrigation systems, retaining walls, etc.) are construction.

7.1.3.2. New Irrigation Systems. The installation of irrigations systems is construction and is funded by MILCON if over the O&M statutory limitation, or with O&M Restoration and Modernization funds, PE XXX76F.

7.1.3.3. Existing Irrigation Systems. Recurring and scheduled maintenance and repair of existing irrigation systems beyond the minor maintenance allowed under FO is funded with Sustainment, PE XXX78F.

**7.2. Cost Accounting.** Grounds Maintenance and Landscaping is captured in Responsibility Center/Cost Center (RC/CC) Code XX4443, where costs are captured in the respective FO PE, XXX79F.

**7.3. Manpower.**

**7.4. Special Considerations.**

7.3.1. Base-Level:

7.3.1.1. Military: Personnel with AFSC 3E2X1 who spend a majority of their time managing and working in-house Grounds Maintenance and Landscaping functions shall be assigned to the FO PE, XXX79F, or the Combat Support PE, XX969F. Do not allocate permanent military positions to perform duties predominantly related to quality assurance of grounds maintenance contracts. Military base-level personnel with these AFSCs shall be assigned to either FO PE or the Sustainment PE, XXX78F. No other PE is appropriate.

7.3.1.2. Civilian: Personnel with AFSC 3E2X1 or equivalent civilian occupational series who spend a majority of their time managing and working Grounds Maintenance and Landscaping functions shall be assigned to the FO PE, XXX79F. Civilian base level FO personnel with this AFSC or equivalent occupational series shall be assigned to either the FO PE or the Sustainment PE, XXX78F. No other PE, including the Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

7.3.2. Headquarters-Level:

7.3.2.1. Military and Civilian. Personnel with AFSCs 3E2X1 or 3E5X1 or equivalent civilian occupational series, regardless of their time allotment, shall be assigned to the HQ PE, XXX98F. HQ level FO personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

7.4.1. According to DODI 4000.19, Grounds Maintenance and Landscaping is considered a common service and customarily non-reimbursable unless provided solely for the benefit of the tenant, unless specific Memoranda of Agreement (MOAs), Interservice Support Agreement (ISSA), Joint Basing Agreement, etc., mandate otherwise. Grounds Maintenance and Landscaping solely for a tenant will be direct cited or reimbursed. Review Host-Tenant Support Agreements, Inter and Intra-service support agreements or other applicable agreement to determine if tenant will reimburse service.

7.4.2. MWR Golf Courses. Grounds Maintenance and Landscaping costs for golf courses are provided solely on a reimbursable basis. However, those golf courses considered remote and isolated in AFI 65-106 may be funded with APF. AFI 32-1022, *Planning and Programming*

*Nonappropriated Fund Facility Construction Projects* provides specific authorization where you may use appropriated funds to restore grounds destroyed by acts of nature (i.e. hurricanes, tornadoes, earthquakes, etc.).

## Chapter 8

### FUNCTION 7 - PEST MANAGEMENT (CONTROL)

#### 8.1. Guidance for FO Pest Management (Control) Requirements Funding Inclusions and Exclusions.

8.1.1. FO Pest Control funded activities: Indoor and outdoor pest control programs (pesticides, herbicides, etc) and building treatment.

8.1.2. Funded FO requirements for Pest Management. Pest management is inclusive of all contracted and in-house requirements (i.e. supplies, labor, training, and certification and admin costs) IAW AFI 32-1053, *Pest Management Program*. The following programs are covered in Pest Management: Structural, medical, nuisance, ornamental, forestry, invasive species, and noxious weeds or other pest management concerns on facility and grounds to include, pest monitoring, response and removal programs, base pest education/outreach and self help program. Pest Management includes all aspects of integrated pest management (IPM), continuous monitoring, control/management, pesticide safety/storage/disposal, disease vector/medical pest control and appropriate certification and record keeping. Note: medical pests are animals (including insects and other arthropods) or plants that do not directly transmit a disease pathogen (vice disease vectors) but are medically important because of biting, stinging, or other annoyance including secondary skin infection. Operations are inclusive of monitoring, pest response and removal procedures, ground support for aerial spray operations, record keeping, warranties, pest education/outreach to installation personnel on pest prevention, self help techniques, and protection from disease vectors, and bird control on airfields (where not covered by US Dept of Agriculture) and/or in hangars. Pest Management may include forestry related objectives for specialized site preparation/seedling release contracts, etc. This function may also serve as a means to control invasive species for legally imposed or other objectives related to managing threatened, endangered or species/habitats at risk.

8.1.3. Excluded from Pest Management funding: OSD specifically states that pesticides (herbicides and other agents used to control pests and maintain plant health) applied through Grounds Maintenance service contracts are considered part of Function 6 (See chapter 7).

**8.2. Cost Accounting.** Pest Management, also known as Entomology, is captured in RC/CC XX4462, (or XX4482 for geographically separated units), where costs are captured in the respective FO PE, XXX79F, and the related FAC is 44OE.

#### 8.3. Manpower.

##### 8.3.1. Base-Level:

8.3.1.1. Military: Personnel with AFSC 3E4X3 who spend a majority of their time performing Pest Management function shall be assigned to the FO PE, XXX79F, or the Combat Support PE, XX969F. The Unit Manpower Document (UMD) XX969x alpha suffix used to identify FO combat support military personnel in the manpower database is "j"; i.e. XX969j. Military base-level Pest Management personnel with this AFSC will only be assigned to the FO PE; no other PE is appropriate.

8.3.1.2. Civilian: Personnel with AFSC 3E4X3 or equivalent civilian occupational series who spend a majority of their time performing Pest Management functions will be assigned to the FO PE, XXX79F. No other PE, including the Sustainment PE, XXX78F, Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

8.3.2. Headquarters-Level:

8.3.2.1. Military and Civilian: Personnel with AFSC 3E4X3 or equivalent civilian occupational series, regardless of their time allotment, shall be assigned to the HQ PE, XXX98F. HQ level FO personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

**8.4. Special Considerations:**

8.4.1. Reimbursable Customers. According to DODI 4000.19, Entomology Service is customarily reimbursable, unless specific Memoranda of Agreement (MOAs), Interservice Support Agreement (ISSA), Joint Basing Agreement, etc. mandate otherwise. Reference AFI 65-106 and AFI 34-211(I) for definitive guidance on reimbursable customers. Examples of reimbursable customers include:

8.4.1.1. DOD organizations/activities:

8.4.1.1.1. Morale Welfare and Recreation (MWR) / Non-Appropriated Funds (NAF). Pest management is considered common support service and may be provided to MWR on a non-reimbursable basis with the exception of NAF Category C activities, which must reimburse CE for pest management services (except for Remote and Isolated (AFI 65-106) locations). Specialized pest management for golf course grounds maintenance (treatment, equipment, or pest management consultation) may also be provided on a reimbursable basis (except for Remote and Isolated). Report golf course use of all pesticides to Civil Engineering in accordance with AFI 32-1053, *Pest Management Programs*.

8.4.1.1.2. Medical Support Facilities Account.

8.4.1.1.3. Government Owned MFH.

8.4.1.1.4. Defense Working Capital Funds (DWCF) Account.

8.4.1.1.5. Defense Commissary Agency (DeCA).

8.4.1.2. Other DOD Agencies. Includes the Air National Guard and occupants of property leased by the AF, as well as Active AF components and AF Reserve occupants of property permitted to the ANG.

8.4.1.3. Base Closure Locations.

8.4.1.4. Non-DOD Federal Agencies. Examples include post office facilities and other federal tenants.

8.4.1.5. Non-Federal Organizations: Includes public schools, occupants of privately owned homes located on AF installations, privatized family housing, banks and credit unions (unless exempt in AFI 32-9003).



## Chapter 9

### FUNCTION 8 - CUSTODIAL

#### 9.1. Guidance for FO Custodial Requirements Funding Inclusions and Exclusions.

9.1.1. FO Custodial Funded Activities: Non-housing interior cleaning and supplies, and unaccompanied personnel housing (common area and areas not normally cleaned by residents) interior cleaning and supplies.

9.1.2. Funded FO requirements for Custodial. Custodial is inclusive of cleaning base facilities and purchase of cleaning supplies (e.g., cleaners, waxes, toilet tissue, mops, brooms). Accounts for all functions associated with the management and costs for custodial (e.g., carpet cleaning, window washing, clean and stock bathrooms, and interior building replacement of light bulbs) services. It does include civilian and military pay for contract oversight and development. Under some base contracts, this function may be performed by the BMC Contractor.

9.1.3. Excluded from FO Custodial funding: Occupied dormitory rooms and MFH units that are cleaned by the occupant are excluded from custodial operations. Grounds Maintenance is not included in this activity.

**9.2. Cost Accounting.** Custodial Operations are captured in RC/CC XX4444, where costs are captured in the respective FO PE, XXX79F, and the related FAC is 44OE.

#### 9.3. Manpower.

##### 9.3.1. Base-Level:

9.3.1.1. Military: Do not allocate permanent military positions to perform duties predominantly related to quality assurance of custodial contracts.

9.3.1.2. Civilian: Personnel with AFSCs 3EXXX or equivalent civilian occupational series who spend a majority of their time performing or managing Custodial functions shall be assigned to the FO PE, XXX79F. No other PE, including the Sustainment PE, XXX78, Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

##### 9.3.2. Headquarters-Level:

9.3.2.1. Military and Civilian: Personnel with AFSC 3E5X1 or equivalent occupational series, regardless of their time allotment, will be assigned to the HQ PE, XXX98F. HQ level FO personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, Pollution Prevention, XXX54F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

#### 9.4. Special Considerations:

9.4.1. Reimbursable Customers. According to DODI 4000.19, Custodial Service is customarily reimbursable, unless specific Memoranda of Agreement (MOAs), Interservice Support Agreement (ISSA), Joint Basing Agreement, etc. mandate otherwise. If custodial services are provided solely for the benefit of the tenant, then is considered reimbursable. If

the tenant requires a special level of effort or contractors supporting the tenant occupied facilities, the tenant must pay the costs of the service. However, for off base jointly occupied leased real property, the host will be responsible for covering the costs to provide the service (AFI 65-601V1, *Budgeting Guidance and Procedures*). Reference AFI 65-106 and AFI 34-211(I) for definitive guidance on reimbursable customers. Examples of reimbursable customers include:

9.4.1.1. DOD organizations/activities:

9.4.1.1.1. Army and Air Force Exchange Service (AAFES). APF support is authorized at Remote and Isolated bases; CONUS and OCONUS military exchanges (AAFES) will normally provide reimbursement for the service provided (AFI 65-106).

9.4.1.1.2. Morale Welfare and Recreation (MWR)/Non-Appropriated Funds (NAF). Custodial is considered a direct cost and may be provided to MWR Category "C" activities on a reimbursable basis. However, if the service is provided to a Category C "Remote and Isolated" installation, then the service may be provided on a Category B status, that is 50% of APF support may be provided (AFI 65-106).

9.4.1.1.3. Medical Support Facilities Account.

9.4.1.1.4. Government Owned MFH.

9.4.1.1.5. Defense Working Capital Funds (DWCF) Account.

9.4.1.1.6. Defense Commissary Agency (DeCA).

9.4.1.2. Other DOD Agencies. Includes the Air National Guard and occupants of property leased by the AF, as well as Active AF components and AF Reserve occupants of property permitted to the ANG.

9.4.1.3. Base Closure Locations.

9.4.1.4. Non-DOD Federal Agencies. Examples include post office facilities and other federal tenants.

9.4.1.5. Non-Federal Organizations. Includes public schools, occupants of privately owned homes located on AF installations, privatized family housing, banks and credit unions (unless exempt in AFI 32-9003).

## Chapter 10

### FUNCTION 9 - REAL PROPERTY MANAGEMENT AND ENGINEERING SERVICES

#### 10.1. Guidance for FO Real Property Management and Engineering Services (RPMES) Requirements Funding Inclusions and Exclusions.

10.1.1. FO Real Property Management and Engineering Services (RPMES) funded activities. RPMES includes (1) Facility Management and Administration and (2) Installation Engineering Services. Facility Management includes public works (Civil Engineer) management costs, contract management, material procurement, operations management, facility data management (including GeoBase), furnishings management costs, and real estate management. Installation Engineering Services includes annual inspection of facilities, master planning, overhead of planning and design, overhead of construction management, and non-Sustainment and Restoration Modernization (SRM) service calls.

10.1.2. Funded FO requirements for Real Property Management and Engineering Services. RPMES includes the Base Civil Engineer (BCE) and various functions falling under the BCE that are not routinely engaged in Facility Sustainment.

10.1.2.1. Base Civil Engineer (BCE) Command Section (RC/CC XX4400). Real Property Management and Engineering Services is inclusive of the BCE Command Section, which accounts for functions of the BCE and the command section. It includes the commander, deputy commander, and associated direct staff to include the Commander's Support Staff (CSS). The BCE Command Section is accounted for in the FO PE, XXX79F and related FAC is 44CE.

10.1.2.2. Family Housing Functional Area Staff (RC/CC XX4406). Responsible for oversight of military family portion of the Most Efficient Organization or A76 Contract. This cost center is either direct cited or 100% reimbursable from fund code 3Y (PE XXX79F) and related FAC 44EH

10.1.2.3. Furnishings Management (RC/CC XX4407). Furnishings management accounts for all furnishing management activities. Includes tracking, identifying, moving, storage, and delivery of furnishings and appliances. Includes all administrative functions associated with management of furnishings and appliances (to include maintaining minimum backup stock per AFI 32-6004, *Furnishings Management*). This RC/CC **does not include the cost of purchase, lease, or repair of furnishings and appliances**. The costs for issued furnishings and appliances are to be charged against the cost center and program element that have the requirement. For example, use RC/CC XX4408 and program element XX679F to account for the furnishings and appliances for unaccompanied permanent party dormitories. Furnishings Management is accounted for in the FO PE, XXX79F and related FAC is 44EH. The furnishings management program specifically addresses (AFI 32-6004):

- |                                 |             |
|---------------------------------|-------------|
| 10.1.2.3.1. Family Housing.     | (Appn 0745) |
| 10.1.2.3.2. Lodging facilities. | (PE XXX31F) |
| 10.1.2.3.3. Dormitories.        | (PE XX553F) |

10.1.2.3.4. Unaccompanied Officer and NCO Quarters. (PE XX553F)

10.1.2.3.5. Fire Department Sleeping and Entertainment Areas. (PE XXX79F)

10.1.2.3.6. The following items are also excluded from FO funding: Airman Leadership School (ALS) sleeping areas and lounges, Missile Launch Management/Alert Facilities sleeping areas and lounges, and Special Command Position (SCP) Furnishings.

10.1.2.4. Furnishings and Appliance Repair Shop (RC/CC XX4409). Accounts for labor, material, and contract cost for repair of government owned furniture and appliances managed by the Furnishings Management Office at **overseas locations only**. The Furnishings and Appliance Repair Shop is accounted for in the FO PE, XXX79F and related FAC is 44EH. If furnishing repair and appliance repair are two separate shops use RC/CC XX4496 for appliance repair. The costs associated for this function will be reimbursed when provided for lodging (i.e. Visiting Office Quarters (VOQs), Temporary Lodging Facilities (TLFs), etc.), Military Family Housing (MFH), and other programs outside of CE.

10.1.2.5. Resources (RC/CC XX4411). Responsible for all functions related to financial management, manpower utilization, and Civil Engineer Management Information Systems. Develops, prepares, submits, and maintains the financial plan, budget estimates, and the BCE financial management system. Advises on manpower utilization, financial matters, and maintains liaison with comptroller on current financial plan. Operates and maintains the Civil Engineer Management Information Systems. This Resources RC/CC Code includes all administrative support, financial support, flight computer support, and any other related support. Do not include computers for other work centers; computers shall be funded against appropriate work center. This function is accounted for in the FO PE, XXX79F and related FAC is 44ER.

10.1.2.6. Real Property Management (RC/CC XX4412). Responsible for all functions related to real estate, leases, licenses, permits, etc. Responsible for all functions related to real property accountability and reporting. Unlike other cost centers, overhead/management of real property leases is accounted for in this RC/CC using EEIC 471XX and 474XX (actual real property lease requirements are covered under FOM Function 5 – Real Property Leases, chapter 6.1.2). All other activities to Real Property Management, including manpower, are accounted for Function 9 as in FO PE, XXX79F and related FAC is 44ER.

10.1.2.7. Programs Flight (RC/CC XX4420). Programs Flight Management accounts for functions related to programs management, programs flight chief, deputy, and direct administrative support, and control of subordinate work centers. Includes program development, housing, dormitory, and environmental programming as well as 5 year infrastructure plans and life cycle cost management. Programs management can include Base Maintenance Contract (BMC) or BMC-type contract costs for this specific function. No other contract costs will be included in this RC/CC. This function is accounted for in the FO PE, XXX79F and related FAC is 44EC.

10.1.2.8. Asset Management (RC/CC Code XX4423). Responsible for the oversight and management of the installation's real estate and environmental quality, community

planning, housing operations and management, cultural and natural resources, natural infrastructure management, and energy management programs. This function is accounted for in the FO PE, XXX79F, and the related FAC is 44EA. This cost center includes community and master planning, energy and utility management and reporting but does not include the following functions covered in other RC/CCs and or program elements:

10.1.2.8.1. Housing Privatization (RC/CC Code XX4410) and Housing Management (RC/CC Code XX4406) personnel are initially paid using FO PE XXX79F then are reimbursed from the MFH appropriation.

10.1.2.8.2. Environmental Conservation funded in PE XXX53F, RC/CC XX4416.

10.1.2.8.3. Environmental Restoration funded in PE 78007, RC/CC XX4417.

10.1.2.8.4. Environmental Compliance funded in PE XXX56F, RC/CC XX4418.

10.1.2.8.5. Pollution Prevention funded in PE XXX54F, RC/CC XX4419.

10.1.2.9. Operations Flight Management (RC/CC XX4430). Responsible for management of the operations function to include planning, budgeting, executing, equipping, and training to ensure the most effective and efficient organization. Includes Operations Flight Chief, Deputy Operations Flight Chief, and Direct Administrative Support. This function is accounted for in the FO PE, XXX79F and related FAC is 44EO.

10.1.2.10. Operations Support Element and Staff (RC/CC Code XX4435). Responsible for the management and control of work requirements and logistics support for the in-house work force. Included in this element are Operations Management, Production Control, and Material Acquisition personnel. This function is accounted for in the FO PE, XXX79F and related FAC 440A.

10.1.2.11. Facilities Operation - Service Contract Management (formerly RPS)-Maintenance Engineer (RC/CC XX4437). Responsible for all functions associated with recurring and nonrecurring non-Sustainment funded service contracts that are not addressed in another RC/CC (e.g., portable toilets, grease trap servicing). BMC costs shall be accounted for in EEIC 570 parsed between EEIC 570F0 and 570F9 to match expenses in the appropriate FO function; include the quality assurance personnel responsible for the FO portion of the Base Maintenance Contract and in-house oversight. This function is accounted for in the FO PE, XXX79F and related FAC is 440A.

10.1.2.12. GeoBase (RC/CC XX4431). Accounts only for costs to support the Civil Engineer requirements in the GeoBase program. The GeoBase program includes contractor costs, equipment, and services. It provides the Air Force with a Common Installation Picture (digital, interactive, map) enhancing our situational awareness and command and control. It replaces redundant mapping efforts at our installations with the single approach to information stewardship and real-time data sharing. This cost center is accounted for in the FO PE XXX79F, FAC 44EC.

10.1.2.13. Facility Operations for Ranges or other GSUs ( RC/CC XX4498): Facility Operation for Ranges or other Geographically Separated Units: Accounts for facilities

operation costs for units separated when separate funding is required. This cost center will have to be manually mapped to the various FO functions. (PE XXX79F)

10.1.2.14. Accounts for costs incurred outside the BCE organization by non-BCE personnel in support of civil engineer activities (RC/CC: XX4499): Accounts for costs incurred outside the BCE organization by non-BCE personnel performing civil engineer functions. Includes costs of indirect administrative support incurred by functions such as Contracting and Force Protection in support of Civil Engineer Activities. (PE XXX79F) NOTE: For prior year AEU and AEP transactions, BCE RC/CC codes (XX44XX series above) retain their original identity in the third and fourth digits to include specific code required to identify multiple control centers. The first two-digits are 97 and the functional category code is inserted into the last two digits. (PE XXX79F Related FAC - N/A

10.1.2.15. Miscellaneous. A former, proverbial “rule of thumb” that “if it’s a service contract, then it’s RPS” no longer applies; each service task must be evaluated to determine if it’s investing (sustaining) in Real Property or not. If the following services, commodities, or activities are in PE XXX79F cost centers and are not identified elsewhere then they must be accounted for under the Real Property Management and Engineering Services activity:

10.1.2.15.1. Civilian Pay, TDY, Training, Supply and Equipment Costs

10.1.2.15.2. Purchased Equipment

10.1.2.15.3. GSA Rental Costs and GSA Vehicle Fuel for Vehicles

10.1.2.15.4. Equipment Rentals (Non-Construction Related)

10.1.2.15.5. Miscellaneous Service Contracts

10.1.2.15.6. Real Property Services Contracts such as:

10.1.2.15.6.1. Grease Trap Servicing

10.1.2.15.6.2. Portable Toilets

10.1.2.15.6.3. Oil Water Separator cleaning

10.1.2.15.6.4. Septic Tank Cleaning

10.1.3. Excluded from FO Real Property Management and Engineering Services funding:

10.1.3.1. Purchase/Repair of Furnishings and Appliances. RPMES function does not include the cost of purchase and repair of dorm and lodging issued furnishings and appliances. The costs for issued furnishings and appliances are to be charged against the cost center and program element that have the requirement. Do not account for other program requirements of purchased or repaired furnishings and appliances in the FO PE, XXX79F.

10.1.3.1.1. **EXCEPTION for overseas locations:** Account for labor, material, and contract cost for repair of government owned furniture and appliances managed by the Furnishings Management Office at **overseas locations** in the FO PE, XXX79F and RC/CC XX4409 for Furnishings and RC/CC XX449X for Appliances. However, the costs associated with this function at overseas locations will be reimbursed when provided for lodging (i.e., Visiting Office Quarters (VOQs), Temporary Lodging

Facilities (TLFs), etc.), Military Family Housing (MFH), and other programs outside of CE.

10.1.3.1.2. **EXCEPTION for fire departments:** As stated in chapter 10.1.2.2.5, furnishings and appliances for fire department sleeping, fitness, and entertainment areas are FO Function 1 expenses.

10.1.3.2. Unaccompanied Housing Operations (UHO) (RC/CC 4408). UHO (Dorm Management) is not accounted for in FO and will not be accounted for in the Real Property Management and Engineering Services activity. UHO accounts for all direct related management of unaccompanied permanent party dormitory housing activities. It also includes costs associated with dormitory assignments, surveys, utilization, and termination, inspections, and personnel costs for full time unaccompanied housing permanent party dormitory managers. Costs of furnishings and appliances issued for dormitory use are accounted for in UHO. UHO excludes any administrative costs associated with management of furnishings. UHO excludes expendable supplies for student dorms. This program element, XX679F is different from the Real Property Services program element, XXX79F.

10.1.3.3. Sustainment Services Contracts: The following services or commodities are examples meeting the definition of “investing in (or Sustaining) Real Property and Real Property Installed Equipment (RPIE)”. These shall be funded in PE XXX78F under the appropriate cost center that would be responsible for the work as if it were accomplished “in house”:

10.1.3.3.1. Appliance Maintenance

10.1.3.3.2. Elevator Inspections

10.1.3.3.3. Gas Line Surveys

10.1.3.3.4. Hoist and Crane Testing

10.1.3.3.5. Hood and Duct Cleaning

**10.2. Cost Accounting.** Real Property Management and Engineering Services are captured in a variety of Responsibility Center/Cost Center (RC/CC) Codes, and all costs are captured in the respective FO PE, XXX79F. The following are the RC/CC Codes that will be used to account for Real Property Management and Engineering Services:

**Table 10.1. FO Real Property Management and Engineering Services Cost Accounting.**

<b>Real Property Management and Engineering Services Sub Functions</b>	<b>RC/CC Code</b>
Base Civil Engineer Command Section	XX4400
Reimbursement – Facility Operations	XX4405
Housing	XX4406
Furnishings Management	XX4407
Furnishings and Appliance Repair shop	XX4409
Housing Privatization	XX4410
Resources	XX4411
Real Property Management	XX4412

Programs Management	XX4420
Asset Management	XX4423
Operations Flight Management	XX4430
GeoBase	XX4431
Operations Support Element and Staff	XX4435
Facilities Operation – Service Contract Management	XX4437
Real Property Service and Engineering Support - GSU	XX4481
Appliance Repair Shop	XX4496
Facility Operation for Ranges or Other GSU	XX4498
Accounts for costs incurred outside the BCE organization by non-BCE personnel in support of civil engineer activities	XX4499

### 10.3. Manpower.

10.3.1. Base-Level: RPMES personnel are inclusive of CE positions under the following AFSCs: 3E0XX, 3E1X1, 3E2XX, 3E3X1, 3E4XX, 3E5X1, 3E6X1, 32EX, 3A0XX, and 2SXXX.

10.3.1.1. Military: Personnel in one of the above AFSCs who spend a majority of their time performing or operating (not Sustaining) RPMES functions shall be assigned to the FO PE, XXX79F or Combat Support PE, XX969F, for active forces, or 59297F for the ANG. Military base-level personnel with these AFSCs will be assigned to either the FO or Sustainment PE, XXX78F. No other PE is appropriate.

10.3.1.2. Civilian: Personnel in one of the above AFSCs or equivalent civilian occupational series who spend a majority of their time performing or operating (not Sustaining) RPMES functions shall be assigned to the FO PE, XXX79F. Civilian base level personnel with these AFSCs or equivalent occupational series shall be assigned to either the FO PE or the Sustainment PE, XXX78F. No other PE, including the Combat Support PE, XX969F or Installation Services PEs, XX532F, XX534F, XX535F, is appropriate.

10.3.2. Headquarters-Level:

10.3.2.1. Military and Civilian: Personnel with AFSCs 3EXXX, 3A0XX, and 32E4, regardless of their time allotment, shall be assigned to the HQ PE, XXX98F. HQ level FO personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

**10.4. Special Considerations.** None.



## Chapter 11

### FUNCTION 10 - READINESS ENGINEERING

#### 11.1. Guidance for FO Readiness Engineering Requirements Funding Inclusions and Exclusions.

11.1.1. OSD Definition for Readiness Engineering Funded Activities: Emergency Management and response management, installation/regional Explosive Ordnance Disposal (EOD) capability and engineering combat support capabilities Prime Base Engineer Emergency Force (Prime BEEF).

11.1.2. Included in FO Readiness Engineering Funding:

11.1.2.1. Readiness and Emergency Management Flight (RC/CC XX4402): Includes all costs related to training and equipping CE Squadron personnel on Unit Type Code (UTC) to deploy and manage the Prime BEEF program. Includes squadron readiness support, peacetime disaster response, and contingency operations for all threat spectrums. Includes all personnel directly responsible for the oversight and management of the Prime BEEF program, to include equipment and contingency skills training (both on-site classes and TDYs) for squadron personnel (to include sending personnel to Silver Flag training). Includes operational planning, training, equipment management, unit assistance, and associated UTC status reporting. Refer to AFI 10-210, *Prime BEEF Program*, for a complete listing of training requirements.

11.1.2.2. Emergency Management (RC/CC XX4403): Provides contingency support services to prepare for wing/installation operations during natural disasters, major accidents, war, and other emergencies. This includes all programs required to prevent, prepare for, respond to and recover from contingency operations for all threat spectrums. Includes CE personnel responsible for the Emergency Management program. Emergency Management will lead and directly support the base Incident Commander and Emergency Operations Center (EOC) response during major accident responses, routinely prepare and manage the annual operating budget, and are responsible for the safety of personnel, facilities, and vehicles under their charge. Include cost of Personal Protective Equipment (PPE) and individual equipment expended or damaged throughout the course of a year and initial outfitting cost for newly assigned personnel. Includes costs incurred to send personnel to military or readiness/emergency management related training classes, including course fees and training TDY costs. Includes costs incurred by the CE unit to provide deployment-related training, costs of acquiring, managing, maintaining, and replenishing equipment required for mobility and home station deployment training, costs of managing and operating a field training area for deployment exercises, and costs to prepare for Operational Readiness Inspections, or other deployment exercises.

11.1.2.3. Explosive Ordnance Disposal (EOD) (RC/CC XX4404): Provides for the protection of people, property, natural resources, and mission capability from the effects of hazardous explosive, chemical, biological, incendiary, and nuclear ordnance; the defeat of criminal and terrorist explosive devices; and locating, identifying, disarming, and neutralizing explosive hazards. EOD Management and Administrative Support (EODMAS) includes managing, supervising, and providing administrative support to the

EOD flight. They maintain incident and other required reports in accordance with higher headquarters directives. The EODMAS will also serve as Senior EOD representative to the Incident Commander during major accident responses, routinely prepare and manage the annual operating budget, and is responsible for the training and safety of personnel, facilities, and vehicles under their charge. Disposes of excess, unserviceable, or hazardous munitions and renders safe Improvised Explosive Devices (IED) and conventional, chemical, and nuclear munitions. Responds to in-flight aircraft emergencies or crashes and renders aircraft safe. Costs include equipment maintenance, repair, replacement, modernization, bench stocks, expendable supplies, and cleaning supplies used to operate and maintain equipment in a mission ready status to support Air Expeditionary Force (AEF) and wartime mobility tasking. Includes cost of Personal Protective Equipment (PPE) and individual equipment expended or damaged throughout the course of a year and initial outfitting cost for technical school graduates. Includes explosive transportation requirements, replacement equipment, and cleaning supplies for vehicles. Also includes cost for training of EOD personnel and other agency personnel.

#### 11.1.3. Excluded from FO Readiness Engineering Funding:

11.1.3.1. Costs associated with Chemical, Biological, Radiological, and Nuclear Defense expenses addressed in PE 27593F, PE 55165F, or PE 55166F, or the associated costs for the Weapons of Mass Destruction Emergency Response Program in PE 27574F.

11.1.3.2. CE shop labor in support of situations like natural disasters, major accidents, war or other emergencies will be charged against the cost center they are assigned and to the specific work order established for these items. Does not include equipment or TDY costs funded from other program elements, such as when performing a facility project. In such cases, fund with PE XXX78F or PE XXX76F as determined by the project work classification (AFI 32-1032).

11.1.3.3. EOD VIP Protective Support Activity (VIPPSA), including protective support to the United States Secret Service and Department of State (e.g., repatriation of remains), is a standard function of EOD. The Air Force provides temporary support on a non-reimbursable basis for the President of the United States (POTUS) and Vice President of the United States (VPOTUS) missions. Other support missions are reimbursable.

**11.2. Cost Accounting.** FO Readiness Engineering costs are captured in three Responsibility Center/Cost Center (RC/CC) Codes for the three respective sub functions listed in the table below. The following sub functions are accounted for in PE XXX79F:

**Table 11.1. FO Readiness Engineering Cost Accounting.**

<u>Readiness Engineering Sub Functions</u>	<u>RC/CC Code</u>
Readiness and Emergency Management Flight	XX4402
Emergency Management	XX4403
Explosive Ordnance Disposal (EOD)	XX4404

#### 11.3. Manpower.

##### 11.3.1. Base-Level:

11.3.1.1. Military: Personnel with AFSC 3E8XX shall be assigned to Combat Support PE, XX969F, and AFSC 3E9XX who spend a majority of their time performing Readiness Engineering functions shall be assigned to the FO PE, XXX79F, or Combat Support PE, XX969F, for active forces, or 59297F for the ANG. Military base-level FO personnel with these AFSCs will not be accounted for in the Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. Only FO is appropriate.

11.3.1.2. Civilian: Personnel with AFSCs 3E8XX and 3E9XX or equivalent civilian occupational series who spend a majority of their time performing Readiness Engineering functions shall be assigned to the FO PE, XXX79F. Civilian base level personnel with these AFSCs or equivalent occupational series will not be accounted for in the Sustainment PE, XXX78F, Combat Support PE, XX969F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. Only FO is appropriate.

11.3.2. Headquarters-Level:

11.3.2.1. Military and Civilian: Personnel with AFSCs 3E8XX or 3E9XX or equivalent civilian occupational series, regardless of their time allotment shall be assigned to the HQ PE, XXX98F. HQ level FO personnel will not be accounted for in the FO PE, XXX79F, Combat Support PE, XX969F, Sustainment PE, XXX78F, Installation Services PEs, XX532F, XX534F, XX535F, or any other PE(s) not previously described. There will not be any XXX79F or XX969F coded positions at the HQ level.

**11.4. Special Considerations.** CE Readiness and Emergency Management, Prime BEEF, and EOD are customarily non-reimbursable. AFI 65-601V1 provides guidance for reimbursable and non-reimbursable EOD support related to the Secret Service.

**11.5. Prescribed and Adopted Forms.**

None.

LOREN M. RENO  
Lieutenant General, USAF  
DCS/ Logistics, Installations, & Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code §2012, *Support and services for eligible organizations and activities outside DOD*

Title 10, United States Code §2662, *Real Property transactions: reports to Congress*

Title 10, United States Code §2577, *Disposal of recyclable materials*

Title 10, United States Code §2865, *Energy Savings at Military Installations*

Title 10, United States Code §18233, *Acquisition*

Title 28, Code of Federal Regulations, Part 36, Appendix A, *Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities*

Title 41, Code of Federal Regulations, Chapter 101, *Uniform Federal Accessibility Standards*  
DODD 1100.20, *Support and Services for Eligible Organizations and Activities Outside the Department of Defense*

DOD Instruction 1015.15, *Procedures for the Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources, Change 1* (20 Mar 08)

DOD Directive 2000.12, *DOD Anti-terrorism/ Force Protection (AT/FP) Program*, 18 Aug 03

DOD Directive 3025.1, *Military Assistance to Civil Authorities*, 15 Jan 93

DOD Instruction 4000.19, *Interservice and Intragovernmental Support*, 9 Aug 95

DOD Instruction 4165.14, *Inventory of Military Real Property*, 31 Mar 06

DOD Instruction 4165.56, *Relocatable Buildings*, 13 Apr 88

DOD Instruction 5200.08, *Security of DOD Installations and Resources*, 10 Dec 05

DOD Instruction 6055.06, *DOD Fire and Emergency Services Program*, 21 Dec 06

DOD Instruction 7000.14, *DOD Financial Management Regulation, Change 1*, 17 Sep 08

AFI 10-210, *Prime BEEF Program*, 21 Mar 08

AFI 10-2501, *Air Force Energy Management Program Planning and Operations*, 24 Jan 07

AFI 25-201, *Support Agreements Procedures*, 1 May 05

AFI 31-401, *Information Security Program Management*, 1 Nov 05

AFPD 32-10, *Installations and Facilities*, 27 Mar 95

AFI 32-1001, *Operations Management*, 1 Sep 05

AFPAM 32-1006, *Service Contracts Guide for Civil Engineers*, 16 Jul 01

AFI 32-1012, *Reserve Components Facilities Programs*, 22 Jul 94

AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*, 24 Jan 03

AFI 32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*, 20 May 09

ANGI 32-1023, *Criteria and Standards for Air National Guard Construction*, 20 Oct 98

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 Oct 03

AFI 32-1053, *Pest Management Programs*, 23 Jun 09

AFI 32-1061, *Providing Utilities to U.S. Air Force Installations*, 15 Mar 02

AFH 32-1084, *Facility Requirements*, 1 Sep 96

AFI 32-6001, *Family Housing Management*, 21 Aug 06

AFI 32-6002, *Family Housing Planning, Programming, Design and Construction*, 15 Jan 08

AFI 32-6004, *Furnishings Management*, 3 Mar 06

AFI 32-6005, *Unaccompanied Housing Management*, 9 Oct 08

AFI 32-7001, *Environmental Budgeting*, 9 May 94

AFI 32-7042, *Waste Management*, 21 Apr 09

AFI 32-7062, *Air Force Comprehensive Planning*, 1 Oct 97

AFI 32-7064, *Integrated Natural Resources Management*, 17 Sep 04

AFI 32-9001, *Acquisition of Real Property*, 27 Jul 94

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 Aug 97

AFI 32-9004, *Disposal of Real Property*, 21 Jul 94

AFH 32-9007, *Managing Air Force Real Property*, 1 May 99

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFI 34-211 (I), *Army and Air Force Exchange Service General Policies*, 30 Jul 08

AFPD 41-2, *Medical Support*, 16 Aug 93

AFI 41-201, *Managing Clinical Engineering Programs*, 25 Mar 03

AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*, 6 May 94

AFI 63-124, *Performance-Based Services Acquisition (PBSA)*, 1 Aug 05

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 6 May 09

AFI 65601, Volume 1, *Financial Management Budget Guidance and Procedures*, 3 Mar 05

AFI 65601, Volume 2, *Budget Management for Operations*, 21 Oct 94

AFI 91-202, *The U.S. Air Force Mishap Prevention Program*, 1 Aug 98

ETL 02-12, *Communications and Information System Criteria for Air Force Facilities*, 27 Jun 02

NGR 5-1/ANGI 63-101, *National Guard Grants and Cooperative Agreements*, 7 Jul 00

HAFMD 1-18, *Assistant Secretary of the Air Force (Installation, Environment & Logistics*, 4 Mar 09

UFC 4-010-01, *DOD Minimum Antiterrorism Standards for Buildings*, Change 1, 22 Jan 07

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**AEF**—Air Expeditionary Force

**AF**—Air Force

**AFCEE**—Air Force Center for Environmental Excellence

**AFCESA**—Air Force Civil Engineer Support Agency

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AICUZ**—Air Installations Compatible Use Zone

**ALS**—Airman Leadership School

**ANG**—Air National Guard

**APPN**—Appropriation

**ARFF**—Air Rescue and Fire Fighting

**AFSC**—Air Force Specialty Code

**BCE**—Base Civil Engineer

**BEDAL**—Baseline Equipment Data Assessment List

**BOS**—Base Operating Support

**BMC**—Base Maintenance Contract

**CE**—Civil Engineer

**DeCA**—Defense Commissary Agency

**DOD**—Department of Defense

**DWCF**—Defense Working Capital Fund

**EEIC**—Element of Expense Investment Code

**EMCS**—Energy Monitoring and Control System

**EOD**—Explosive Ordnance Disposal

**EODMAS**—EOD Management and Administrative Support

**ESPC**—Energy Savings Performance Contract

**FAC**—Functional Account Code  
**FO**—Facilities Operation  
**FOM**—Facilities Operation Model  
**FPMAS**—Fire Protection Management and Administrative Support  
**FSM**—Facilities Sustainment Model  
**HQ**—Headquarters  
**IED**—Improvised Explosive Device  
**IPE**—Individual Protective Equipment  
**IPM**—Integrated Pest Management  
**ISWM**—Integrated Solid Waste Management  
**MAJCOM**—Major Command  
**MILCON**—Military Construction  
**MFH**—Military Family Housing  
**MOA**—Memoranda of Agreement  
**O&M**—Operation and Maintenance  
**OSD**—Office of the Secretary of Defense  
**NAF**—Non-Appropriated Funds  
**NCO**—Non-Commissioned Officer  
**PE**—Program Element  
**PPE**—Personal Protection Equipment  
**POM**—Program Objective Memorandum  
**POTUS**—President of the United States  
**Prime BEEF**—Prime Base Engineer Emergency Force  
**RC/CC**—Responsibility Center/Cost Center  
**RDT&E**—Research, Development, Test, and Evaluation  
**RPI**—Real Property Inventory  
**RPIE**—Real Property Installed Equipment  
**RPMES**—Real Property Management and Engineering Services  
**RPS**—Real Property Services  
**SCP**—Special Command Positions  
**TWCF**—Transportation Working Capital Funds  
**UHO**—Unaccompanied Housing Operations

**UMD**—Unit Manpower Document

**UP**—Utilities Privatization

**USPFO**—United States Property and Fiscal Officer

**UESC**—Utility Energy Services Contract

**WCF**—Working Capital Fund

**WMD**—Weapons of Mass Destruction



## Attachment 2

## FACILITY OPERATION FUNCTIONS RC/CCS

Table A2.1. Facility Operation Functions RC/CCs.

FACILITY OPERATION FUNCTIONS RC/CCs	
FUNCTION	RC/CC
<b>1 FIRE PREVENTION AND EMERGENCY SERVICES</b>	
<b>Management and Administrative Support</b>	<b>4425</b>
Administration (incident and operations records, policy and procedures, public awareness, budgeting)	
Fire protection planning and engineering	
Fire station operations (station, alarm, and communication center staffing)	
Incident commander	
Training	
<b>Fire Operations</b>	<b>4426</b>
1st responder and rescue services	
Fire fighters (station captains, crew chiefs, drivers, firefighters)	
HazMat activities	
Inspection, testing, and maintenance of fire equipment (non-RPIE)	
<b>Fire Prevention</b>	<b>4427</b>
Facility inspections, investigations,	
Fire alarm and suppression systems inspection, testing, monitoring	
AFFF system foam, for RPIE and non-RPIE systems, purchase of foam solution	
<b>Fire Protection and Emergency Services for Ranges or Other GSU</b>	<b>4495</b>
<b>2 UTILITIES</b>	
<b>Water Generating Plants, operations of</b>	<b>4465</b>
Potable and non-potable water supply sources, pumping stations, treatment facilities	
<b>Wastewater Treatment Plants, operations of</b>	<b>4466</b>
Primary and secondary plants, pumping stations, lift stations	
<b>Other Utility Plant Operations</b>	<b>4467</b>
Air compressors in central air supply locations, ice making plants, solar systems, windmills	
<b>Electric Generating Plants, operations of</b>	<b>4475</b>

Prime generating plants and back-up generators (RPIE)	
<b>Heat Generating Plants, operations of</b>	<b>4493</b>
Direct fired heaters, domestic hot water and high-temp hot water plants, steam plants	
<b>Air Conditioning/Chiller Plants, operations of</b>	<b>4494</b>
<b>Purchased Utilities</b>	<b>4468</b>
Gas, electric, water, sewer, etc.	
Energy savings and performance contracts (ESPC) and demand side management (DSM)	
Utility privatization	
<b>GSU - Water Plant Operations</b>	<b>4483</b>
<b>GSU – Sewage Plant Operations</b>	<b>4484</b>
<b>3 PAVEMENT CLEARANCE</b>	<b>4441</b>
Pavement sweeping and snow and ice removal	
<b>4 INTEGRATED SOLID WASTE COLLECTION &amp; DISPOSAL</b>	<b>4446</b>
Integrated solid waste collection, admin and management costs, disposal fees, recycle operations (non-hazardous)	
<b>5 REAL PROPERTY LEASES</b>	<b>4412</b>
In-grant leases of land for security buffer, utility or road access	
In-grant leases of building space	
Leases of facilities due to awaiting MILCON Projects to cover square footage shortfalls	
Leases to accommodate displaced personnel due to construction or renovation	
ANG leases for Airport Joint Use Agreement(s)	
<b>6 GROUNDS MAINTENANCE and LANDSCAPING</b>	<b>4443</b>
Improved land management and maintenance (mowing, pruning, vegetation replacement, plant beds)	
Airfield grounds management and maintenance	
Semi-improved grounds management and maintenance (mowing, vegetation thinning and clearing)	
Equipment rental	
<b>7 PEST CONTROL</b>	<b>4462</b>
Building treatment, indoor and exterior	
Outdoor pest control, spraying/fogging, rodent control, and pest response/removal	
Public awareness/education	
	<b>4482</b>

**Entomology for Range or GSU**

<b>8 CUSTODIAL</b>	<b>4444</b>
Administration and management costs	
Interior cleaning (vacuuming, floor waxing/buffing, carpet shampooing, dusting, glass cleaning, restrooms, etc)	
Exterior cleaning (high pressure wash/steam cleaning, window washing)	
Equipment rental	
 <b>9 REAL PROPERTY MANAGEMENT and ENGINEERING SERVICES</b>	
<b>Base Civil Engineer (BCE) command section</b>	<b>4400</b>
<b>Reimbursements – FO</b>	<b>4405</b>
Base Civil Engineering reimbursements and unspecified credits	
<b>Furnishings Management</b>	<b>4407</b>
Track, identify, move, store, and deliver furnishings and appliances for those functions as listed in AFI 32-6004	
<b>Housing</b>	<b>4406</b>
Family Housing management activity; includes furnishings for MFH offices, assignments, terminations, utilization, inspection, collection of rents and utilities, management of leased housing leases.	
<b>Furnishing and Appliance repair shop</b>	<b>4409</b>
<b>Appliance Repair Shop</b>	<b>4496</b>
<b>Housing Privatization</b>	<b>4410</b>
Includes all costs associated with in-house management of privatized housing and housing privatization initiatives. N/A for ANG or AF Reserve	
<b>Resources</b>	<b>4411</b>
Financial management, manpower utilization	
<b>Real Property Excluding Real Property Leases</b>	<b>4412</b>
<b>Programs Flight Management</b>	<b>4420</b>
Programs Flight Chief, deputy, supervisors of subordinate work centers, community planning, project programming	
<b>Asset Management</b>	<b>4423</b>
<b>Operations Flight</b>	<b>4430</b>
Flight Chief, deputy, admin support, customer service	
<b>GeoBase</b>	<b>4431</b>
<b>Operations Support Element and Staff</b>	<b>4435</b>
Management and control of work requirements and logistics support for the in-house workforce. Includes Operations Management and Production Control	
Logistics Personnel (Materiel acquisition, distribution, and	

warehouse management)	
<b>FO Service Contract Administration and Management</b>	<b>4437</b>
<b>Other FO for Ranges or Other GSU</b>	<b>4498</b>
<b>Costs outside of BCE Organization by non-BCE personnel performing BCE functions</b>	<b>4499</b>
<b>Functional Area Staff and Contract Management</b>	<b>4445</b>
<b>GSU - Real Property Management and Engineering Support</b>	<b>4481</b>
 <b>10 READINESS ENGINEERING</b>	
<b>Emergency mgmt, response mgmt, contingency support services</b>	<b>4403</b>
<b>Explosive ordnance disposal (EOD)</b>	<b>4404</b>
<b>Engineering combat support (AF Prime BEEF)</b>	<b>4402</b>

## Attachment 3

## EXAMPLE OF NON-FACILITY OPERATION COSTS

Table A3.1. Example of Non-Facility Operation Costs.

**Examples**


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Weapons of Mass Destruction emergency response (RC/CC 4429)
Chemical, Biological, Radiological, and Nuclear Defense Program management (RC/CC 4401)
Alarm System, system PM and scheduled or recurring repair of RPIE
Alarm System, system repair (non-RPIE)
Asbestos abatement (encapsulation or removal)
Asbestos survey, inspection, monitoring
Backflow protection
Barrier pit, PM and repair
Carpet, flooring, baseboards, repair or replacement due to normal use
Ceiling and tile repair or replacement due to normal use
Compost operation permits
Dining hall equipment repair or replacement
Elevator and escalator, inspection and certification, maintenance, parts, repair, replacement
Disposal of construction and demolition debris resulting from construction contracts
Energy Monitoring and Control Systems (EMCS) PM and life cycle repair/replacement of field points and controls
Equipment, non-Table of Allowance (TA) listed
Equipment, purchase and usage bills for radios, pagers, cell phones
Equipment rental for Air National Guard team projects
Equipment rental for facility PM or life cycle repairs
Equipment rental for Guardsmen CAT training
Equipment repair, LGT listed
Exterior and interior door and door hardware replacement (locks, hinges, panic hardware, etc.)
Fence repair or replacement (For ANG, if you on airport property, paid for by the airport as part of the AJUA)
Fire alarm and suppression systems, contracted maintenance and scheduled repairs on such systems
Fire alarm system and suppression, new systems or upgrades solely to meet new standards or codes
Plumbing fixture replacement
Generator PM (fixed gen = RPIE)
Generator PM (Non Fixed)
Generator repair or replacement (Fixed Gen = RPIE)
Generator repair or replacement (Non Fixed)
Glazing repair or replacement (glass breakage is not schedulable, fund

with RM)  
Graffiti removal (high pressure spray, solvent wash or by painting)  
Grounds, new landscaping associated with a facility project  
HVAC Certifications  
Initial investment in recycling programs, facilities, or equipment  
Insulation  
Insulation modernization for facilities which have never had insulation  
Insulation replacement for R/P facilities  
Kitchen hoods, day-to-day cleaning  
Kitchen hoods, inspection and cleaning beyond day-to-day  
Landfill closure/capping and permits  
Lead base paint abatement  
Lift station, PM and life cycle repair/replacement  
Lighting, bulb replacement (not associated with a facility project; bulbs purchased with FO funds, above 8' FO, below 8' user)  
Masonry tuck pointing and masonry unit replacement  
Masonry, acid washing to remove effloresce  
Mold abatement  
Mylar installation on windows  
Non-RPIE hoist and cranes (mobile, belonging to CE)  
Non-RPIE hoist and cranes (mobile, not belonging to CE)  
Office furniture and systems furniture, cleaning  
Office furniture and systems furniture, purchase of and repair of  
Oil Water Separators, PM and life cycle repair/replacement  
Overhead door and hanger door inspection, PM, certification, life cycle replacement  
Qualified Recycling Plan (QRP)  
Painting and wall covering on existing surfaces  
Real Property Generators (maintenance and repair of)  
Real Property Generators (purchase of)  
Refuse collection and removal for non recurring, day to day operations (construction, renovation, repair etc.)  
Roof preventive maintenance, labor and supplies  
Refuse collection and disposal does not include disposal/recycling hazardous materials  
Roof, scheduled replacement  
Roofing and flashing  
RPIE hoists and cranes, inspection, testing, maintenance, parts, replacement, certification  
Sampling and analysis for landfill and/or groundwater treatment systems for solid waste management plans  
Tank cleaning  
Uninterruptible power supplies (UPS)  
Utility meter, PM and life cycle repair/replacement

Walls, repairing damage due to storm, vandalism, accidents, etc.  
Walls, repairing holes, scuff marks, etc. resulting from normal use  
Forest management  
Custodial supplies for aircraft or contingencies (non facility)

## Attachment 4

## FACILITIES OPERATIONS AIR FORCE SPECIALITY CODES

Table A4.1. Compilation of Facilities Operation Air Force Specialty Codes.

Chapter	Facilities Operation Function		AFSC Grouping	AFSC Number	AFSC Nomenclature	Possible Funding Source			
						Sustainment	Facilities Operation	Pollution Prevention	Combat Support
2	F1	Fire	3A0XX	3A0XX	Administrative -- CE Positions Only		X		
			3E7XX	3E7X1	Fire Protection		X		X
				3E700	Fire Protection Chief Enlisted Manager		X		
3	F2	Utilities	3E0X1	3E0X1	Electrical Systems	X	X		X
			3E4X1	3E4X1	Water and Fuels Systems Maintenance		X		X
4	F3	PaveClear	3E2X1	3E2X1	Pavements & Construction Equipment	X	X		X
5	F4	Int. Solid Waste	3E4X3	3E4X3	Environmental		X	X	
6	F5	Lease	None						
7	F6	Grounds	3E2X1	3E2X1	Pavements & Construction Equipment		X		X
8	F7	Pest Ctl	3E4X3	3E4X3	Pest Mgmt		X		X
9	F8	Custodial	3EXXX	3EXXX	Any		X		
10	F9	RPME	2SXXX	2SXXX	Supply (Materiel Control) -- CE Positions Only		X		X
			3A0XX	3A0XX	Administrative -- CE Positions Only		X		X
			3E0XX	3E000	Civil Engineer Chief Enlisted Manager		X		X
				3E0X2	Electrical Power Production	X	X		X
			3E1X1	3E1X1	Heating, Ventilation, A/C & Refrigeration	X	X		X



			3E2X1	3E2X1	Pavements & Construction Equipment	X	X		X
			3E3X1	3E3X1	Structural	X	X		X
			3E4XX	3E4X2	Liquid Fuel Systems Maintenance	X	X		X
				3E4X3	Environmental	X	X		X
			3E5X1	3E5X1	Engineering	X	X		X
			3E6X1	3E6X1	Operations Mgmt	X	X		X
			32EX	32EX	Engineering Officer	X	X		X
11	F10	Readiness Engineering	3A0XX	3A0XX	Administrative -- CE Positions Only		X		
			3E8XX	3E8X1	Explosive Ordnance Disposal (EOD)				X
				3E800	EOD Chief Enlisted Manager				X
			3E9XX	3E9X1	Emergency Mgmt		X		X
				3E900	Emergency Mgmt Chief Enlisted Manager		X		X